



RISING SUN

CENTER FOR OPPORTUNITY

OUTREACH ASSOCIATE

Rising Sun Center for Opportunity (formerly known as Rising Sun Energy Center) is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994.

Our Climate Careers program (formally known as California Youth Energy Services) offers a no-cost service, the Green House Call, to local residences. Green House Calls consist of an energy and water audit and installations of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-22 from low-income households and/or disadvantaged circumstances to perform these audits and installations. Our innovative mission combines residential energy efficiency services with youth employment, development, and pathways to success.

ASSOCIATE SUMMARY

The Outreach Associate works with the Outreach Manager to generate client leads and book appointments as part of a regional grassroots outreach campaign. This position is a fantastic opportunity for motivated individuals looking to increase their community outreach, marketing, and communication experience while gaining a foothold in the non-profit and sustainability sectors. Climate Careers targets populations that include moderate-income residents, seniors, renters, and non-native English speakers. Strategies include tabling at events, presentations to community groups, and neighborhood canvassing.

AS AN OUTREACH ASSOCIATE, YOU ARE:

- An effective verbal communicator, skilled at pitching pro-social ideas and services
- Goal-oriented, reliable, and self-directed
- Flexible and adaptable
- Customer service-oriented with strong community engagement skills; very comfortable talking to new people
- Able to internalize and positively represent the Rising Sun mission and culture
- Able to implement outreach strategies and follow directions

AS AN OUTREACH ASSOCIATE, YOU MUST:

- Be competent with Google and Microsoft Suites and comfortable with database and information management
- Work at least 20 hours per week from 4/1/2019-06/14/2019
- Attend paid orientation/training sessions
- Be available most weekends and occasional evenings
- Have a car, valid driver's license, and motor vehicle insurance



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AS AN OUTREACH ASSOCIATE, YOUR RESPONSIBILITIES INCLUDE:

- Researching events and other outreach opportunities
- Attending and tabling at various outreach events, either with another member of the outreach team or on your own
- Generating client leads through a variety of marketing and outreach strategies
- Calling to schedule and confirm appointments
- Entering data into and maintaining customer wait lists and outreach logs
- Presenting to community organizations, such as faith-based groups, neighborhood associations, and local businesses

AS AN OUTREACH ASSOCIATE, IT'D BE GREAT IF YOU:

- Are bilingual in Spanish
- Are familiar with Bay Area County communities

OUTREACH ASSOCIATE BENEFITS INCLUDE:

- Hourly pay rate of \$16.50 per hour
- Mileage reimbursed at \$0.58 per mile
- Networking opportunities
- Professional support and mentoring from program staff

HOW TO APPLY

1. Please email the following to Climate Careers at spm@risingsunenergy.org
 - a. Cover letter
 - b. Resume
 - c. 2-3 professional references
2. Please specify "Outreach Associate" in the email subject line
3. Please also indicate if you have a driver's license, car, and insurance as well as any language(s) that you speak in addition to English.
4. No phone calls, please

Rising Sun is an Equal Opportunity Employer.

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA/Women and Minorities are encouraged to apply.