



RISING SUN

CENTER FOR OPPORTUNITY

JOB OPPORTUNITY:

PROGRAM MANAGER, CLEAN ECONOMY INITIATIVES

Rising Sun Center for Opportunity seeks a self-driven, enthusiastic Program Manager to design, implement, and maximize the potential of two of the organization's key workforce development initiatives through 2020.

Initiative #1 - Rising Sun is the contracted partner organization for workforce development for the statewide Solar on Multifamily Affordable Housing (SOMAH) program. This position ensures robust statewide job training organization engagement, job trainee participation, and delivery of trainee benefits through the SOMAH program through a contract with GRID Alternatives.

Initiative #2 - Rising Sun is leading a Pre-Apprenticeship for the Clean Economy project in partnership with the Building and Construction Trades Council of Alameda County and GRID Alternatives, funded by a Workforce Accelerator Fund (WAF 7.0) grant from the California Workforce Development Board. This position designs and leads the project, convenes partners, conducts research, and uses that work to design a replicable, innovative pre-apprenticeship curriculum that integrates electric vehicle (EV) infrastructure, solar photovoltaic (PV) and storage, building decarbonization/electrification, and basic electrical training with soft skills development, apprenticeship readiness, case management, and job placement services. Should the project be successful, Rising Sun is positioned to continue to work with its partners to pilot such a program.

The Program Manager will staff these initiatives in support of Rising Sun's commitment to building an equitable, clean economy that provides high-road opportunities to low-income individuals while building social and climate resilience.

A successful Program Manager for Clean Economy Initiatives...

- Has program and/or project management experience. You've designed and implemented a project or program from start to finish, creating timelines, operating to a budget, tracking progress, reporting on deliverables, and working

both independently and with team members/partners to successfully deliver promised outcomes.

- Thrives in a fast-paced environment with competing demands and priorities, often working independently. You know how to work backwards from a desired outcome and design a process to get there. You're extremely organized and self-motivated with great attention to detail. Tasks don't fall off your radar and you don't miss deadlines. You are an accomplished juggler, efficiently working multiple projects at once.
- Is a great relationship-builder. You enjoy partnership and collaboration, even when it's not easy. You know that working together is what produces the best results. You're great at building understanding, facilitating difficult conversations, navigating different perspectives, and bringing people together.
- Is a creative thinker. You like to think big about what's possible and maximize a concept's potential. When you come across a problem, you often have multiple ideas for how to solve it.
- Is comfortable with ambiguity and nuance. You inquire when unclear, asking questions for clarity and checking for understanding.
- Values learning. You're open to feedback and you soak up new information. You're also great at teaching others and are a strong, clear communicator.
- Is passionate about Rising Sun's dual mission. You put people first and have experience with workforce development and familiarity with labor, the building trades, and the solar PV/EV industries.

The Program Manager for Clean Economy Initiatives is responsible for...

- SOMAH
 - Working in partnership with GRID's SOMAH team and other SOMAH partners as needed to deliver on the contracted Scope of Work and ensure that SOMAH workforce goals are met
 - Developing and supporting the execution of the SOMAH local/targeted hiring plan
 - Providing input on materials for engaging tenants in training opportunities
 - Conducting outreach to job training organizations (JTO) to ensure the participation of disadvantaged workers and engagement of JTOs representing regions across California
 - Supporting the compilation and maintenance of the job training organization directory and its underlying database
 - Conducting follow-up surveys to assess JTO and trainee feedback on job training experience

- Developing, managing, and facilitating a SOMAH Regional JTO Task Force, with the first convening in Q4 2019
- Creating content and resources to facilitate SOMAH job training goals, including program-specific resources for trainees (e.g. template resume, cover letter writing resources, job fairs, solar career pathway information and exploration tools), and best practice resources for solar employers
- Developing and sharing a solar training model for preparing trainees/disadvantaged workers with a foundation of skills and knowledge based on Rising Sun's solar PV training cohort; documenting the model and sharing lessons learned with other JTOs statewide
- Tracking project expenditures and all staff hours per the project budget, compiling and submitting reports, and working with finance staff to create and submit invoices and expenditure reports on a monthly basis
- Providing additional services supporting the SOMAH job training requirement as needed/determined
- WAF 7.0
 - Acting as Project Convener and Lead, designing the project from start to finish and working closely with contracted partners (Building & Construction Trades Council of Alameda County/Construction Trades Workforce Initiative and GRID Alternatives) to conduct labor market research, articulate career pathways, and develop industry partnerships to explore the feasibility of a Pre-Apprenticeship for the Clean Economy training program
 - Delivering the following by the end of the contract period:
 - A compilation of shareable best practice research, existing programs, and curricula
 - Meetings with industry and labor leaders and stakeholders
 - A career pathway roadmap
 - A list of existing skills/training gaps to be addressed
 - A list of barriers to entry and strategies to address those barriers
 - A curriculum for a pre-apprenticeship training
 - A program prototype for a replicable, innovative pre-apprenticeship curriculum that integrates EV infrastructure, solar PV and storage, building electrification, and basic electrical training with soft skills development, apprenticeship readiness, case management, and job placement services, for potential future implementation
 - Tracking project expenditures per the project budget, compiling and submitting reports, and working with finance staff to create and submit invoices and expenditure reports; monthly and quarterly
 - Performing additional responsibilities as needed

To be considered for this position, you must have...

- Industry experience or familiarity with the building trades, apprenticeship or pre-apprenticeship and/or industry experience or familiarity with solar PV and/or EV
- Experience delivering training and/or designing curriculum
- Experience working with government grants and/or contracts; experience submitting reports, tracking outcomes, and creating invoices
- Program and/or project management experience
- Excellent communication skills (written and verbal)
- Proficiency in Microsoft Office and G-Suite (Word, Docs, Sheets, etc.)
- A passion for Rising Sun's mission
- A vehicle and a clean driving record; ability to drive locally, as needed
- Ability to travel statewide, as needed

It's a BIG plus if you have...

- Additional experience in a related field(s): workforce development; economic, racial, and gender equity; climate resilience; environmental sustainability; etc.
- Experience with CaJOBS
- Experience with Salesforce

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is a temporary, full-time, exempt, salaried, benefitted position that runs until December 31, 2020, with the possibility of continuing and becoming a permanent position, depending on funding availability. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a

competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and 3 professional references to hatton@risingsunopp.org, and include "Program Manager, Clean Economy Initiatives" in the subject line. Applications requested by September 6, 2019.

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.

For more information about Rising Sun, please visit www.risingsunopp.org