



# Rising Sun Center for Opportunity

## Job Opening: Energy Specialist

### About Us

Rising Sun Center for Opportunity is a premier workforce development and community resilience non-profit serving the Bay Area and San Joaquin County. We offer two programs, Climate Careers and Opportunity Build, that give youth and adults the training and experience they need to access sustainable career pathways and maximize their potential.

For more information about Rising Sun, please visit [www.risingsunopp.org](http://www.risingsunopp.org)

### The Climate Careers Program

The Climate Careers program was started by a small group of high school youth who were eager to take direct environmental action in their community. In continuation of this pursuit, youth participants ages 15-22, from low-income households will have the opportunity to build their resume and professional skills through work-based learning as Energy Specialists. Energy Specialists will:

- Learn about climate justice, energy efficiency, environmental and financial literacy
- Serve Bay Area households by installing water and energy saving measures to help reduce carbon footprints and lower residential utility bills either in-person, or remotely via phone or video
- Participate in regularly occurring Professional Development workshops designed to educate individuals on areas such as managing finances, crafting a competitive resume and cover letter, and more
- Upon completion of the Green House Call program, continue employment with Rising Sun through an externship placement program, in which the participant will be placed into a secondary job posting with a trusted organization working in the green economy to gain additional career exposure and increase professional readiness, while building their professional network and resume
- Leave the program with a professional portfolio that will help you land your next job
- Gain access to Climate Careers alumni events and job opportunities

### The Energy Specialist Position

#### Primary Responsibilities for Spring Employment (April-May 2022)

- Assist clients over the phone, via email, or on video with the Green House Call Survey to determine EE Kit eligibility
- Build no-cost Energy Efficiency (EE) Kits in small, socially distanced groups while practicing safety precautions such as wearing a mask and prepare kit for mailing to eligible clients
- Assist clients over the phone, via email, and on video with installing EE kit measures such as light bulbs, smart power strips, efficient flow showerheads, sink aerators, and more

- As needed, assist their supervisor with the tasks required to run a virtual Climate Careers office, including, but not limited to: scheduling appointments by phone, tracking of materials and inventory, and other projects

### Primary Responsibilities for Summer Employment (June-August 2022)

- With a partner, visit 3-5 homes in your community per day (*by appointment!*) to carry out a basic energy and water use assessment and replace inefficient measures with energy- and water-saving devices
- Conduct follow-up phone calls to residents who have received Green House Calls or EE kits to provide additional resources or gather feedback to improve the program
- Participate in professional development workshops to establish a professional portfolio which includes a resume and cover letter, as well as learning strategies to look for jobs and to perform well on interviews after their time at Rising Sun

### Primary Responsibilities for Post Summer Employment, Externship Placement (August-October 2022)

- Interview for the externship program and provide preferences on projects and placement sites based on an opportunity catalog of clean-related hosts and organizations
- Gain up to 120 hours of paid work experience; 4-6 weeks at least 16 hours per week
- Fulfill externship site host requirements and responsibilities as it pertains to the position description
- Meet with host and Rising Sun supervisors to discuss projects, develop goals and learning plan
- Develop additional transferable skills necessary to work in a professional environment

## Program Details (Pay, Office Locations & Schedule)

- Energy Specialist pay: \$17/hour
- Monthly Internet and phone reimbursement (Spring Only\*): Phone-\$30 dollars, Internet- \$20 dollars
- Office location for kit building:** 1116 36<sup>th</sup> St Oakland, CA 94612
- Approximate site office locations (for Summer in-person GHC):** Oakland, San Jose, Southern San Francisco area, and Santa Rosa
- Mileage reimbursement at \$0.56 per mile if traveling to the office from your home

*\*Note: Monthly internet and phone reimbursement only applies to remote work in the Spring and does not apply for in-person Green House Call work in the summer and externship.*

**Program Dates & Schedule (Spring Employment):** April 11- May 31, 2022, up to 16 hours a week (1-5pm, Monday-Thursday)

Paid Training	EE Kit Assembly**	Remote Phone & Video Banking
April 11-14	Weekly on Thursdays or Fridays (potentially some Saturdays)	April 18- May 31 Mon-Thurs when not assembling kits

*\*\*Kit Building will be on an as-need basis—we may not ask you to come in every week. You will be guaranteed these hours every week. It just might be that you are working remotely rather than coming in to build kits on Thursday/Friday.*

**Program Dates & Schedule (Summer Employment):** June 13- August 4, 2022, 28 hours a week

Paid Training	In-Person Green House Calls	Professional Development

June 13-17 9:30am-5pm	June 20- August 15 10:30am-5:30pm Tuesday-Thursday	Fridays 10:30am-5:30pm
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**Program Dates & Schedule (Externship Placement):** August- October 2022, up to 16 hours a week (at least 120 hours, not to exceed 160 hours total)

Applications, Interviews and Placement	Externship Placement with Host Partner
July 25- Aug 3, 2022	August 22 -October 31, 2022

## Requirements

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees
- Provide proof of up-to-date COVID-19 vaccination by the start date
- Adhere to public health safety regulations, including (but not limited to) wearing a mask and gloves, submitting to temperature checks, and maintaining six feet distance from other staff
- Proof of low- income status (or signed affidavit)
- Participate in all of the dates outlined above including training, Green House Calls and externship placement
- Able to get to and from work site locations on a daily basis throughout the duration of employment
- Be able to travel to the Rising Sun office for kit building in the Spring
- Access to stable internet to do remote work in the Spring
- Stable phone access to make phone calls
- Able to work during all stated dates and schedules indicated above

## READY to Apply?

Apply online! <https://forms.gle/yoQQo2uwaoFE2cUe6>

*We are accepting applications and selecting program participants on a rolling basis, so we highly encourage you to get your application in as soon as possible.*

### **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.*