Rising Sun Center for Opportunity
Job Opening: Outreach Associate (OA)

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
Our Climate Careers program offers a no-cost service, the Green House Call, to local households. 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, to perform these audits and installations. Our innovative mission combines residential energy efficiency services with youth employment, development, and pathways to success.

Job Summary
The Outreach Associate (OA) 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.

Job Responsibilities
- 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 waitlists and outreach logs
- Presenting to community organizations, such as faith-based groups, neighborhood associations, and local businesses

Job Location
We are recruiting for an Outreach Associate to support efforts in the following counties:
Alameda, Contra Costa, Marin, Napa, Sonoma, Solano, San Francisco, San Mateo, Santa Clara

Program Details (Pay, Office Locations & Schedule)

- Outreach Associate pay: $18.00/hour
- Monthly internet and phone reimbursement*: Phone-$30 dollars, Internet- $20 dollars
- HQ Office: 1116 36th St Oakland, CA 94612
- Mileage reimbursement at $0.56 per mile if traveling to the office from your home or traveling to conduct in-person outreach

*Note: Monthly internet reimbursement only applies to remote work in the Spring and does not apply for in-person Green House Call work in the Summer. Monthly phone reimbursement will be provided throughout the span of the program.

As an Outreach Associate, you MUST:

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees
- Able to 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
- Be able to pass a criminal background check
- Be able to work up to 25 hours per week from 4/4/2022 to 8/12/2022
- Attend paid orientation/training sessions
- Be available for work on weekends and occasional evenings
- Have a car, valid driver’s license, and motor vehicle insurance

As an Outreach Associate, you ARE:

- An effective verbal and written communicator with strong customer service skills
- Comfortable engaging with the public and adapting a message for diverse audiences
- Able to foster a fun, energetic, and goal-oriented environment
- Able to implement outreach strategies and follow directions

As an Outreach Associate, it would be GREAT if you:

- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages
- Have experience in sustainability and/or community engagement and outreach
- Be competent with Google and Microsoft Suites and comfortable with database and information management

Ready to Apply?

Please email your resume, cover letter, and three professional references to Dante Alnas-Benson, Outreach Manager at alnasbenson@risingsunopp.org, and include “Outreach Associate” in the subject line. 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.

Last updated (01/2022)