



Rising Sun Center for Opportunity

Job Opening: Program Operations Assistant

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

The Climate Careers Program

Climate Careers offers a no-cost service to local homes. This service, called a Green House Call, consists 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.

The Program Operations Assistant Position

The Program Operations Assistant works with the Program Data and Operations Associate to provide operational support for the 2022 Green House Call summer program. The Program Operations Assistant will help manage temporary site office setup and inventory, conduct data entry and basic data analysis, and perform other tasks as necessary to ensure Green House Call delivery and quality control. The Program Operations Assistant will learn the various aspects of the Climate Careers program and will gain experience in non-profit operations.

Job Responsibilities

- Assist the Program Data and Operations Associate to plan, implement, and set up four satellite offices throughout the Bay Area, including the delivery of equipment and supplies and the setup of utilities and IT
- Support the Program Data and Operations Associate by tracking the flow of supplies in and out of Rising Sun's Oakland Headquarters and picking up supplies from various locations as needed
- Research and obtain competitive quotes for various supplies and IT services
- Monitor program surveys and evaluations and ensure that they are completed by the relevant parties by the relevant dates
- Assist in setting up and maintaining Green House Call program digital infrastructure
- Provide quality assurance, monitoring youth-led, in-home energy assessments, and providing constructive feedback to youth on their work



- Support staff needs by conducting Green House Calls as needed

A successful Program Operations Assistant...

- Has experience working with Google Sheets formulas
- Has the ability to perform basic IT tasks such as troubleshoot simple problems and update software
- Is enthusiastic about doing physical work
- Ideally has experience tracking large quantities of warehouse inventory

As a Program Operations Assistant, you MUST:

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy
- 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
- Have a car, valid driver's license, and motor vehicle insurance
- Be able to pass a motor vehicle record check with a safe driving record
- Be able to travel 40% - 60% of the time (locally, and to Bay Area site offices)
- Be able to drive a large van or 15-ft U-Haul
- Be able to carry 40 lbs. up a flight of stairs and able to perform physical work multiple days in a row
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong Google Sheets skills; be able to quickly learn new database and information management systems

As a Program Operations Assistant, you ARE:

- An effective verbal and written communicator
- Flexible and adaptable; able to independently prioritize and shuffle responsibilities
- Able to positively and professionally represent Rising Sun in the community
- Organized with a keen attention to detail
- Available on occasional evenings

Program Details

- **Program Operations Assistant pay:** \$18/hour
- Part time (~20 hours/week), temporary, non-exempt
- Mileage reimbursement at \$0.585 per mile
- **Program Dates:** June 2 - August 12, Up to 20 hours a week including paid training. Start and end date is flexible.
- **Locations:** The Program Operations Assistant will primarily be located in Rising Sun's office in Oakland (1116 36th St. Oakland, CA 94608). However, they must be flexible to travel to our site offices (SF/North San Mateo, Santa Rosa and San Jose)

It's not just another job—it's a chance to participate in a program where you can make a difference in your community and for the environment, while gaining valuable skills and work experience!

READY to Apply?

Please email your resume, cover letter, and three professional references to katzbalmes@risingsunopp.org, and **include "Program Operations Assistant" in the subject line.**

We are accepting resumes and hiring 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.

