



# Rising Sun Center for Opportunity

## Job Opening: Site Program Manager (SPM)

### 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 Site Program Manager (SPM) position implements the Climate Careers program in a specific county, or set of counties, throughout the greater Bay Area and San Joaquin County while also supporting the overall goals of the Climate Careers program. The SPM will be responsible for site office administration (with support from another SPM during the summer months), youth management, client identification and scheduling, and oversight of service delivery to residential clients.

This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, and direct supervision and development of youth. The SPM reports directly to the Regional Manager and collaborates with the Outreach and Marketing Manager.

### Job Responsibilities (Spring Employment)

- Collaborate to provide supervision of day-to-day virtual operations from your Climate Careers virtual space\*
- Directly onboard/train, supervise, and mentor up to 5 youth program participants working remotely\*
- Supervise Energy Specialists in providing phone surveys with community members
- Supervise youth on site for the assembly of energy efficiency kits



- Coordinate site logistics, including, but not limited to timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials related to the service
- Represent Rising Sun at various events (i.e., college fairs) to recruit for the summer youth cohort
- Schedule and coordinate in-person outreach events for summer Energy Specialist positions
- Identify, interview, and hire potential Energy Specialist candidates

*\*These responsibilities are specific to the SPM hired for the Oakland site office.*

## Job Responsibilities (Summer Employment)

- Provide supervision of day-to-day in person operations at a temporary Climate Careers site office
- Directly onboard, train, supervise, and mentor up to 10 youth program participants
- Provide continuous evaluation and training to program participants to ensure skill development and the highest possible quality of service
- Collaborate with the Outreach team to engage with clients and sign them up for the Green House Call service
- Handle all customer service-related tasks including, but not limited to scheduling, rescheduling, QA/QC, and customer testimonials
- Ensure the successful delivery of all site deliverables and goals
- Collaborate with a Youth Development Specialist to address issues/barriers that a youth participant may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience

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

- Site Program Manager pay: \$21.50/hour
- Monthly internet and phone reimbursement\*: 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, Richmond, San Jose, Southern San Francisco area, and Santa Rosa
- Mileage reimbursement at \$0.56 per mile if travelling to the office from your home

*\*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.*

### Program Dates & Schedule (Spring Employment): March-May 2022, up to 32 hours a week

Paid Training (SPM)	Paid Training (Youth)	Youth Recruitment (outreach, interviews)	EE Kit Assembly**	Remote Phone & Video Banking (for Youth)
March 14- 27	April 4-8	April-May	Weekly on Thursdays or Fridays	April 4- May 31 Tues-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 Wednesday/Thursday.*

### Program Dates & Schedule (Summer Employment): June-August 2022, up to 40 hours a week

Paid Training	Paid Training	Manager Meetings	In-Person Green House Calls	Manager Last Day
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(SPM)	(Youth)			
June 2-10	June 13-17	Weekly on Mondays	June 20- August 12	August 12

## Job Location

We are recruiting for Site PMs to be throughout the Bay Area. This is a 90% remote job (during Spring employment) with the requirement of coming to the office at least once a week on Friday and Saturday to our Oakland office for kit assembly and supervision. During the summer employment, each Site PM will be assigned to their respective site offices for in-person work.

## As a Site Program Manager, you MUST:

- Provide proof of full COVID-19 vaccination by the start date
- 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 travel to the Rising Sun office for kit building in the Spring
- Be able to travel to assigned site location for in-person GHC coordination
- Be able to lift 25 pounds and walk up to half a mile at a time
- Have access to stable internet to do remote work
- Have stable phone access to make phone calls for remote work during the Spring

## As a Site Program Manager, 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
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others in a virtual and in-person setting
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise youth program participants, assign work effectively, and address performance issues as they arise
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop managerial and professional skills

## As a Site Program Manager, it would be GREAT if you:

- Have experience in youth development, education, management, sustainability, and/or community engagement and outreach
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages

## Ready to Apply?

Please email your resume, cover letter, and three professional references to [domingo@risingsunopp.org](mailto:domingo@risingsunopp.org), and include "Site Program Manager" 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.*