Rising Sun Center for Opportunity
Job Opening: Energy Specialist Driver (ESD)

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
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 Driver (ESD) Position
The position is from June to October 2022. Below outlines the job responsibilities within the months of the Energy Specialist position. There are different responsibilities, but we ask that all Energy Specialists commit to the entire duration of the program.

Primary Responsibilities for Summer Employment (June-August 2022)
- Lead the transportation of Green House Call team member to client’s house along with appropriate number of needed home measures
- Adhere to safe driving practices during Green House Calls throughout the summer
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
- As an Energy Specialist Driver you must have reliable access to your own vehicle, valid driver's license, and valid insurance

**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; 6-10 weeks at least 12 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:** $19.00/hour
- **Approximate site office locations:** Oakland, San Jose, Southern San Francisco area, and Santa Rosa
- Mileage reimbursement at $0.585 per mile when traveling from site office to client's homes or any other Rising Sun event's location

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

<table>
<thead>
<tr>
<th>Paid Training</th>
<th>In-Person Green House Calls</th>
<th>Professional Development</th>
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<tbody>
<tr>
<td>June 13-17</td>
<td>June 20- August 15</td>
<td>Fridays</td>
</tr>
<tr>
<td>9:30am-5pm</td>
<td>10:30am-5:30pm</td>
<td>10:30am-5:30pm</td>
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<td>Tuesday-Thursday</td>
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**Program Dates & Schedule (Externship Placement):** August 15 - November 15, 2022, up to 16 hours a week (Must complete at least 120 hours, not to exceed 160 hours total)

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<tr>
<th>Applications, Interviews and Placement</th>
<th>Externship Placement with Host Partner</th>
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<tr>
<td>July 1 - Aug 4, 2022</td>
<td>Starts on August 15 and ends before November 15, 2022</td>
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**Requirements**

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees (this means vaccinated, able to prove vaccination status, and up to date with a booster when applicable)
- Provide proof of up-to-date 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
- Proof of low-income status (or signed affidavit)
- Participate in ALL of the dates outlined above including training, Green House Calls and externship placement
- 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
- Able to get to and from work site locations on a daily basis throughout the duration of employment
- 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/y0QQo2uwaF2cUe6](https://forms.gle/y0QQo2uwaF2cUe6)

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.*