



# Rising Sun Center for Opportunity

## Job Opening: Leader in Field Training (LIFT)

### 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 as a way to take direct environmental action in their community. In 2022, up to 45 youth participants will have the opportunity to build their resume and professional skills through work-based learning as Energy Specialists and Leaders in Field Training (LIFT). The LIFT position is for emerging climate leaders ages 18- 24 from low-income households. LIFT participants will:

- Develop leadership skills by providing coaching, mentorship, and training to Energy Specialists around the Green House Call service
- 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
- Explore career pathways, make connections, and hone professional skills through participation in LIFT-specific engagement days
- 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 within the green economy to gain additional career exposure and increase professional readiness, while building their professional network and resume
- Gain access to Climate Careers alumni events and job opportunities

### The Leader in Field Training (LIFT) Position

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

- Fill in as Energy Specialists to conduct in-person house calls in the event of team member absence
- Support managers with outreach by attending events in the community and scheduling appointments over the phone
- Serve as a peer leader and mentor to Energy Specialists by conducting quality assessments of the Green House Call service, providing in-field coaching and facilitating morning briefings and reminders



- Become a subject matter expert in all aspects of delivering high-quality virtual Green House Calls
- Continuously improve quality of Green House Call service among the Energy Specialists by giving feedback and delivering appropriate support where needed
- Support in the delivery of weekly workshops that foster eco-literacy, financial literacy and build climate change knowledge of youth participants
- Complete an end-of-summer project (e.g. proposing improvements to the Green House Call, facilitating a professional development workshop for Energy Assistants)
- Document and record Climate Careers summer program (i.e. Green House Calls, professional development workshops, etc.) by capturing photos, filming short videos and uploading to online database using proper naming conventions
- Create and manage a blog to track lessons learned as a LIFT throughout the summer

**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**

- LIFT pay: \$19.5/hour (up to 28 hours per week)
- **Approximate site office locations:** Oakland, San Jose, Southern San Francisco area, and Santa Rosa
- Mileage reimbursement at \$0.585 per mile if traveling to the office from your home

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

Paid Training	Manager Meetings	In-Person Green House Calls	LIFT Last Day
June 2-17	Weekly on Mondays	June 20- August 12	August 4

**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
- 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
- Participate in all of the dates outlined above including training, Green House Calls and externship placement
- Able to travel to and from site office location for summer Green House call programs and training (see site office locations above)
- An effective communicator with strong presentation skills or a desire to develop these skills
- Able to work at least 7.5 hours during the day and up to 32 hours a week.

## As a LIFT, it would be great if you...

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

## READY to Apply?

Apply online! <https://forms.gle/vkmJUUsD4zGDv5Mv7>

*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.*

