



RISING SUN

CENTER FOR OPPORTUNITY

CLIMATE CAREERS: SITE PROGRAM MANAGER

Organization and Program:

Rising Sun Center for Opportunity (formerly known as Rising Sun Energy Center) is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994.

Our Climate Careers program (formally known as California Youth Energy Services) offers a no-cost service, the Green House Call, to local residences. 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 and/or disadvantaged circumstances, 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, in the greater Bay Area while also supporting the overall goals of the Climate Careers program. The SPM will be responsible for signing up clients for Rising Sun's Green House Call service. The SPM also recruits, interviews, and hires young people for temporary summer positions.

In the summer, the SPM is jointly responsible for managing these youth employees in the direct delivery of Green House Calls while engaging the community. This position calls for someone who likes to be out in the community and who thrives working independently and often remotely. The SPM reports directly to the Regional Manager with collaboration by the Outreach Manager.

Job Details:

- Full time (40 hours/week), non-exempt, 6 months
- \$21/hour
- Typical Schedule:
 - Pre-summer: M-F, ranges from 8:00 AM - 6:00 PM but no more than 8 hours in a day, with regular evening and weekend availability required for some outreach events
 - Summer: M-F, 10:00 AM - 6:30 PM
- Dates of employment: February 18-August 16th, with the possibility for extension to October 18th*
 - *We will be running fall programs in a limited number of sites. Possibility for extension is competitive and based on your availability and prior performance. Fall work will be 4 days/week.
- Locations:

- We are recruiting for SPM to be remotely based in the following areas throughout the Greater Bay Area of California. You must be located near, or willing to relocate to, one of the following regions:
 - San Joaquin County: Stockton, Tracy/Manteca
 - East Bay: Oakland, Hayward, Richmond, Antioch/Pittsburg
 - North Bay: Marin/Sonoma, Napa/Solano
 - South Bay/Peninsula: San Francisco, Redwood City, San Jose

As a Site Program Manager, you MUST:

- 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 pass a criminal background check
- Be able to travel 40% - 60% of the time (locally, and to Bay Area training locations)
- Be able to lift 25 pounds, climb a ladder, and walk up to half a mile at a time

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
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise staff, assign work effectively, and address performance problems 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, and/or community engagement/outreach
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages

Job Responsibilities

February 18-June 14 (Pre-summer)

- Responsible for pre-summer staff recruitment and client sign up metrics:
 - Recruiting, interviewing, and hiring 9-13 youth summer staff
 - Collecting sign-ups for the Green House Call service through community-based outreach and marketing (e.g. canvassing, events, and tabling)
 - Collecting sign-ups for the Home Energy Analytics platform
- Identify, develop, and maintain key partnerships at the community level in your territory
- JUNE: "Phone banking" to convert client sign-ups into scheduled appointments
- Ensure consistent capture of key marketing assets such as photos, videos, and testimonials to send to the Marketing and Development team

June 17-August 16 (Summer program)

- Collaborate to provide on-the-ground supervision of day-to-day operations at a satellite Climate Careers office
- Responsible for successful achievement of all site deliverables
- Directly onboard/train, supervise, and mentor nine to thirteen youth employees
- "Phone banking" (approximately 30-50% of time in the summer): setting appointments by phone with community members who expressed interest in the service at prior outreach events
- Coordinate site logistics, including, but not limited to: timesheets, payroll submission, expense reimbursement, and meticulous preparation of and monitoring of all supplies, tools, and materials related to the service
- Provide continuous staff evaluation and training to ensure youth skill development and the highest possible quality of service
- Continue conducting community outreach to engage with clients and sign them up for the Green House Call service and the Home Energy Analytics Platform
- Handle all customer service-related tasks including re-scheduling, complaints, and customer testimonials

Ready to apply?

Please email your resume, cover letter, and three professional references to SPM@risingsunenergy.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.



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JOB DESCRIPTION: REGIONAL MANAGER, CLIMATE CAREERS TEAM

Rising Sun Center for Opportunity is hiring a Regional Manager for its youth program - Climate Careers (formerly California Youth Energy Services). This position is based in Oakland and directly manages and oversees all programmatic responsibilities throughout the South Bay. The Regional Manager reports directly to the Director of Youth Programs and works with a committed, enthusiastic, and driven team to make a significant and lasting impact in the lives of hundreds of people every year.

Climate Careers combines home energy-saving services with youth development. Our no-cost Green House Call service consists of energy and water audits, installation of efficiency devices, and a client educational component. Youth program participants deliver the service to thousands of homes every year while growing personal and professionally.

A successful Regional Manager...

- Has proven to be solution-oriented, resourceful, and effective in her/his work, both individually and as a member of a team
- Is confident and professional in her or his leadership and ability and has experience leading and motivating people
- Has successfully managed (and enjoyed managing!) staff, interns, and/or volunteers
- Has experience successfully implementing projects and/or programs
- Actively works to grow professionally and help others do the same
- Demonstrates resilience, maturity, and compassion

The Regional Manager is responsible for...

- Implementing the nine-week long Climate Careers program in an assigned region (approximately 5 cities in geographic proximity to San Jose) – supporting site offices and staff, troubleshooting, and ensuring day-to-day and program-wide goals are met
- Pre- and post-program planning, management, and reporting to ensure that program outcomes and deliverables are met and that relevant and necessary changes from year-to-year are implemented

- Recruiting, interviewing, hiring, training, supervising, and supporting 8-10 seasonal managers who supervise the youth, manage site offices, and conduct grassroots outreach in your region
- Recruiting, interviewing, and hiring 28-34 local youth between the ages of 15-24 to participate in and complete the earn-and-learn component of the Climate Careers program, providing hundreds of Green House Calls to residents in their communities
- Identifying and nurturing strategic relationships with local partners, stakeholders, and funders to effectively implement and enhance the program and its impact
- Working with your team of temporary seasonal managers to ensure that community outreach is being conducted throughout your territory, collecting sign-ups for the Green House Call, and other secondary services as offered by Rising Sun and its partners
- Working with other Regional Managers, the Climate Careers team, and other members of Rising Sun staff to continuously improve and deepen the program

To work for us you must..

(We are serious; no matter how much we like you, we simply cannot consider you for this position if you don't meet the following:)

- Have a car, valid driver's license, and insurance
- Have the ability to work some flexible hours – occasional evenings and weekends
- Have the ability to travel 40%- 60% of the time (locally to South Bay specific site offices)

It's a big plus if you..

- Have experience working with, supervising, training, and/or recruiting youth ages 15-24
- Have experience managing important stakeholder relationships (e.g., community-based organizations, local governments, utilities, funders, and/or other partners)
- Have experience managing programs, particularly energy efficiency or youth development programs
- Speak Spanish

About Rising Sun..

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our

Opportunity Build program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our youth program, Climate Careers, trains and educates local youth on professional skills development and environmental justice topics to grow personally and professionally, and in turn employs them to provide free residential energy and water efficiency installation and education services, or Green House Calls, throughout the 10 Bay Area and Central Valley counties.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

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RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

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