



RISING SUN
CENTER FOR OPPORTUNITY



**ENERGIZE
COLLEGES**

CLIMATE CAREERS: SUMMER PROGRAM MANAGER

Organization and Program:

Rising Sun Center for Opportunity 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 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.

The Energize Colleges program (www.energizecolleges.org) places students in green energy internships and jobs and provides ongoing trainings and mentoring. Applicants to the Summer Program Manager position who are current students at UC Berkeley may jointly enroll in Energize Colleges.

Job Summary:

The Summer 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 work with a co-manager and is jointly responsible for site office administration, 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.

Energize Colleges participants will be invited to attend monthly trainings with guest speakers from the local green energy sector; past speakers have come from companies such as Energy Solutions, AEA, and East Bay Community Energy. Energize Colleges members will also receive ongoing personal support from the Energize Colleges fellow based at UC Berkeley and will have the opportunity to receive guidance in professional development activities such as resume building and scheduling informational interviews.

Job Details:

- Full time (40 hours/week), temporary, non-exempt
- \$21/hour plus mileage reimbursement at the federal rate
- Dates of Employment: 6/10/2020- 8/14/2020
- Schedule:
 - Manager Training: Monday – Friday 9:00 AM – 5:30 PM; June 10th to June 19th
 - Energy Specialist Training: Monday – Friday, 9:30 AM – 5:00 PM; June 24th–June 28th
 - Standard Work Schedule: Monday-Friday, 10:00 AM - 6:30 PM, June30th- -August 14th

Job Locations:

We are recruiting for Summer PMs to be based in the areas listed below throughout the Greater Bay Area of California. You must be located near, or willing to commute/relocate to, one of the following regions:

- San Joaquin County: Stockton, Tracy/Manteca
- East Bay: Oakland, Richmond, Antioch/Pittsburg
- North Bay: Marin/Sonoma, Napa/Solano
- South Bay/Peninsula: San Francisco, Sunnyvale, San Jose

As a Summer 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 and walk up to half a mile at a time

As a Summer 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 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 Summer 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

Job Responsibilities

- 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 eight youth program participants
- Collaborate with Youth Development Specialist to address youth issues/barriers to participation and to deliver programming to further enhance youth experience
- “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 evaluation and training to program participants to ensure skill development and the highest possible quality of service
- Conduct community outreach to engage with clients and sign them up for the Green House Call service
- 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@risingsunopp.org, and include “**Summer Program Manager**” in the subject line.

If you would like to jointly enroll in the Energize Colleges program, please also fill out the cover letter below and CC emily.hill@berkeley.edu when you apply.

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.

ENERGIZE COLLEGES SPRING 2020 COHORT APPLICATION COVER PAGE

Date:

First name:

Last name:

School email:

Preferred email?

Permanent email:

Preferred email?

Phone number:

Mailing address:

Address 2:

City:

State:

Zip:

Permanent address:
(leave blank if same as
mailing address)

Address 2:

Major:

Declared?

Expected
graduation:
