



# RISING SUN ENERGY CENTER

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## REGIONAL MANAGER, CALIFORNIA YOUTH ENERGY SERVICES

Rising Sun Energy Center (Rising Sun), a nonprofit 501(c)(3), is a workforce development organization with a mission to empower individuals to achieve environmental and economic sustainability for themselves and their communities. Our youth program, California Youth Energy Services (CYES) seeks to reduce youth unemployment, build resiliency, and fight climate change by hiring and training youth to provide energy and water assessments to homes in the Bay Area and Central Valley. Since 2000, Rising Sun has served over 33,740 homes and provided training to more than 1,355 youth.

Rising Sun is looking for a dynamic, skilled, and energetic individual to oversee the implementation of the CYES program in our western region (Oakland, Richmond, Marin County, and Santa Rosa). If you enjoy working with young adults, have a passion for sustainability, and have experience successfully managing programs, we want to hear from you.

### JOB SUMMARY

The Regional Manager leads and manages the CYES program in 4-6 partner cities across the East Bay, Marin, and Sonoma counties. Responsibilities include program planning, program implementation, and program management. This position directly supervises a full-time Regional Outreach Manager (ROM). In addition to managing the ROM year-round, the Regional Manager also directly supervises 8-12 seasonal managers, and indirectly supervises 36-54 youth. This position is based in Berkeley; however, there is regular travel to cities in his/her region.

The Regional Manager reports to the Assistant Director of Youth Programs and is accountable for the success of the CYES programs in his/her region, as well as the overall success of the program in collaboration with the full CYES team. We are looking for individuals with strong experience managing people and programs, who can work both autonomously and as part of a team. Leadership, organization, and adaptability are key skills for this position.

Experience working with young adults (15-24) and a passion for the environment is strongly preferred. This is a full-time, exempt position. Salary is commensurate with experience; full benefits package offered.

### RESPONSIBILITIES

#### Program Planning Within Your Region

- Lead and oversee the planning of and preparation for the CYES program, including but not limited to:
  - Act as primary point-of-contact for partner organizations (municipalities, utilities, etc.)
  - Recruit, interview, and hire 45+ local youth for the summer program
  - Recruit, interview, and hire 10+ summer managers
  - Work with city contacts to secure site office locations for each of your CYES sites
- Work with the CYES team to plan and design seasonal manager and youth training
- Supervise the outreach campaign and outreach staff to ensure programmatic goals are met
- Collaborate with the Director of Youth Programs, Assistant Director of Youth Programs, and other Regional Managers to develop and track site and program goals, manage program budgets, and determine overall program strategy

## **Program Implementation**

- Co-lead a 1.5 week long training for summer managers and LIFT
- Facilitate weekly summer manager meetings and professional development for youth leadership cohort (LIFT)
- Visit site offices multiple times a week to troubleshoot, problem-solve, manage, and provide support
- Provide direction on and resolve any summer staff issues
- Monitor data collection and inventory tracking, performing quality control audits at site offices
- Complete end-of-program invoicing and reporting for cities, utilities, and municipalities

## **Program and Staff Management**

- Directly manage and supervise the Regional Outreach Manager for your region, overseeing the recruitment of CYES customers and other local outreach activities
- Directly manage and supervise summer staff
- Responsible for the overall performance of all site offices in your region, including staff performance, meeting site installation goals, quality control and assurance, and successful outreach campaigns
- Ensure organizational, operational, and risk management policies are followed by all summer staff
- Ensure youth and managers have a fun summer, and that youth development goals are met
- Track and maintain program goals within your region
- Help guide the direction and improvement of the CYES program overall, including participation and leadership on annual program improvement taskforces
- Additional projects and duties as assigned

## **KNOWLEDGE, SKILLS, and ABILITIES**

- Masters degree or BA/BS degree with related commensurate experience
- 2-4 years of experience in program management and youth development
- Knowledge of, or working experience, in energy efficiency/sustainability/environmental education
- Demonstrated ability to lead and manage programs/projects, be able to multi-task, solve problems, delegate tasks, and manage and develop large staff
- Excellent computer skills: word processing, spreadsheet software, database management
- Excellent written and oral communication, networking, and conflict management skills
- Ability to work and thrive under pressure; highly flexible and adaptable; must be a self-starter.

## **REQUIREMENTS**

- Own a car with valid driver's license and insurance; ability to travel 75% of time during program dates
- Bilingual (Spanish, Mandarin, Vietnamese, Tagalog) strongly preferred
- Ability to work some flexible hours (e.g., evenings and weekends)
- Ability to lift 15+ pounds, climb a ladder, and to walk up to one mile at a time

## **PREFERENCES**

- Experience working with youth ages 15-24 in a professional capacity
- CPR and First Aid certified

## **TO APPLY**

**Send your cover letter, resume, and list of 3 professional references to:** Travers McNeice at [mcneice@risingsunenergy.org](mailto:mcneice@risingsunenergy.org)

Please reference "Regional Manager" in the subject line. No phone calls please.

*Rising Sun Energy Center is an EQUAL OPPORTUNITY EMPLOYER. We are committed to diversity and consider 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. Rising Sun is a pet-friendly and family-forward organization that promotes a healthy work-life balance for all staff. For more information about Rising Sun, please visit [www.risingsunenergy.org](http://www.risingsunenergy.org)*