



RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | www.risingsunenergy.org | Tel: 510.665.1501 | Fax: 510.665.1502

OUTREACH ASSOCIATE

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 California Youth Energy Services (CYES) program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties.

ASSOCIATE SUMMARY

The Outreach Associate works with a Campaign Coordinator and the CYES Outreach Manager to generate client leads and book appointments as part of a regional grassroots outreach campaign. This paid position is a fantastic opportunity for motivated individuals looking to increase their community outreach, marketing, and communication experience while gaining a foothold in the non-profit and sustainability sectors. Region assignment will be determined based on the Associate's location.

CYES target populations include moderate-income residents, seniors, renters, and non-native English speakers. Some outreach methods include tabling at events, presentations to community groups, and neighborhood canvassing support.

AS AN OUTREACH ASSOCIATE, YOU ARE:

- An effective verbal communicator, skilled at pitching pro-social ideas and services
- Goal-oriented, reliable, and self-directed
- Flexible and adaptable
- Customer service-oriented with strong community engagement skills; very comfortable talking to new people
- Able to internalize and positively represent the Rising Sun mission and culture
- Able to implement outreach strategies and follow directions

AS AN OUTREACH ASSOCIATE, YOU MUST:

- Be competent with Google and Microsoft Suites and comfortable with database and information management
- Commit to 10-15 hours per week from April – May 2017
- Commit to 15-20 hours per week in June 2017
- Attend paid orientation/training sessions
- Be available on weekends and occasional evenings

AS AN OUTREACH ASSOCIATE, YOUR RESPONSIBILITIES INCLUDE:

- Researching events and other outreach opportunities
- Attending and tabling at various outreach events, either with another member or the outreach team or on your own
- Generating client leads through a variety of marketing and outreach strategies
- Calling to schedule and confirm appointments
- Entering data into and maintaining customer wait lists and outreach logs
- Presenting to community organizations, such as faith-based groups, neighborhood associations & local businesses
- Creating, with your supervisor, a list of learning goals you hope to accomplish

AS AN OUTREACH ASSOCIATE, IT'D BE GREAT IF YOU:

- Are bilingual in Spanish, Mandarin, or other language relevant to one the CYES cities
- Are acquainted with Bay Area communities
- Have a car, valid driver's license, and motor vehicle insurance

OUTREACH ASSOCIATE BENEFITS INCLUDE:

- Receive an hourly pay rate of \$12.53 per hour
- Mileage reimbursed at \$0.53 per mile
- Networking opportunities
- Professional support and mentoring from program staff

HOW TO APPLY

Send resume and the answer to the following 3 questions to oajob@risingsunenergy.org

1. Describe any outreach or marketing experience you have. How comfortable are you talking to new people?
2. What role do you normally take when working on group projects?
3. Have you ever managed multiple projects simultaneously? What tools do you use to stay organized?

Please indicate if you have a driver's license, car, and insurance as well as any language(s) that you speak in addition to English.