



RISING SUN ENERGY CENTER

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

JOB DESCRIPTION: PROGRAM ASSISTANT (PA)

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.

JOB SUMMARY

Rising Sun is looking for one Program Assistant in each of its four regions to support regional management teams. The four regions are: 1. San Joaquin County (Stockton and surrounding cities), 2. Santa Rosa, Marin County, Oakland, Richmond, 3. Eastern Contra Costa and Southern Alameda Counties, 4. Solano County and City of Martinez. PA responsibilities include operational and administrative support, quality control/assurance, and feedback to youth employees. This is a great opportunity for individuals seeking to gain experience with an environmental nonprofit with an emphasis on youth development. PAs gain exposure to Rising Sun, CYES, and successful program management.

AS A PROGRAM ASSISTANT, YOU ARE:

- Flexible and adaptable; able to prioritize and shuffle responsibilities
- Friendly, warm, and sociable; you work well with a diverse group of people
- An effective verbal communicator; confident in your ability to deliver constructive feedback
- Able to positively and professionally represent Rising Sun in the community
- Organized with a keen attention to detail

AS A PROGRAM ASSISTANT, YOU MUST:

- Have a car, valid driver's license, and motor vehicle insurance
- Be able to travel on a daily basis within your region to support regional needs
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong computer skills: Google Suite and Microsoft Office; you're able to quickly learn new software and databases

PROGRAM ASSISTANTS ARE RESPONSIBLE FOR:

- Providing quality assurance, monitoring youth-led in-home energy assessments; provide constructive feedback to youth on their work
- Assisting with community outreach
- Supporting regional management teams with daily tasks
- Calling clients and scheduling appointments
- Reviewing staff timesheets and mileage logs
- Delivering inventory and supplies to site offices
- Other tasks as assigned

AS A PA, IT'D BE GREAT IF YOU:

- Are interested in environmental education, community engagement or service learning
- Are bilingual in Spanish, Mandarin, Cantonese, or other
- Have strong customer service skills

JOB DETAILS

- Earn \$15/ hour
- 9 weeks from June 14 to August 11, 2017
- Part-time, temporary/ seasonal, NON-EXEMPT position- 20 hours/ week
- Work schedule is relatively flexible within the Monday – Friday, 9:30AM – 6:30PM timeframe – individual schedules will be determined in collaboration with the regional management team
- Due to the temporary nature of this position, benefits are not included and Rising Sun is unable to provide vacation time throughout the duration of the program
- Mileage reimbursed at the federal rate

Ready to apply?

Please email your resume, cover letter, and three professional references to pajob@risingsunenergy.org, and include "Program Assistant" in the subject line.

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.

For more information about Rising Sun, please visit www.risingsunenergy.org

--