



# RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | [www.risingsunenergy.org](http://www.risingsunenergy.org) | Tel: 510.665.1501 | Fax: 510.665.1502

## JOB DESCRIPTION: SUMMER PROGRAM MANAGER

*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

The Summer Program Manager is jointly responsible for the daily operations of a CYES site office, as well as the management and direct supervision of nine to fifteen teen and young adult employees, ages 15-24 during a 9-week period over the summer. Summer Program Managers are simultaneously responsible for community outreach, lead generation, and appointment scheduling. Summer Program Managers work in teams of 2-3 and are supervised by a Regional Manager and supported by the CYES outreach team to ensure the delivery of established program goals and deliverables. This position is a fantastic opportunity for individuals who enjoy working with youth and who are looking to increase their managerial experience, further develop their grassroots outreach skills, and gain a foothold in the non-profit and sustainability sectors.

### AS A SUMMER PROGRAM MANAGER, YOU ARE:

- Passionate about youth development
- Compassionate, and are able to foster a fun, energetic work environment
- Able to support and supervise staff, assign work effectively, and address performance problems as they arise
- Proactive, innovative, and self-directed; a problem-solver
- Assertive and confident motivator; eager to hold yourself and others to high expectations and standards; a leader by example
- Able to internalize and positively represent the Rising Sun mission and culture
- An effective verbal and written communicator, comfortable talking to new people and to diverse audiences, with good customer service skills.
- Goal-oriented and able to motivate yourself and others around quantitative goals
- Able to implement strategic, dynamic, and creative community-based marketing and outreach strategies
- Quick to learn topics and themes, and be comfortable training and teaching others
- Competent with Google and Microsoft Suite/comfortable with database and information management
- Organized, adaptable, and highly flexible in a fast-paced work environment Interested in further developing your leadership skills

**AS A SUMMER PROGRAM MANAGER, YOU MUST (NO EXCEPTIONS):**

- Have a car, valid driver's license, and motor vehicle insurance
- Be able to travel 30% - 40% of the time (locally and to Bay Area training locations)

**AS A SUMMER PROGRAM MANAGER, YOU'LL BE RESPONSIBLE FOR:**

STAFF MANAGEMENT

- Training, supervising, and mentoring 9-15 youth Energy Specialists
- Managing youths' daily tasks, appointments, and overall performance
- Co-facilitating weekly professional development workshops
- Tracking staffing hours, reimbursements, and payroll

PROGRAM MANAGEMENT

- Ensuring that the site office meets program goals
- Accurately tracking installation numbers and inventory; troubleshooting issues
- Data management; ensuring accuracy and integrity of deliverables
- Overseeing installation materials and tools distribution
- Providing quality control and assurance for the in-home energy assessment (Green House Call)
- Providing high-quality customer service to CYES customers

GRASSROOTS COMMUNITY OUTREACH

- Attending community events and employ a variety of grassroots outreach tactics to sign customers up for no-cost Green House Calls
- Calling customers to schedule, confirm, and track appointments Maintaining customer waitlist, outreach logs, outreach kits and collateral, and other tracking and outreach tools

**JOB DETAILS**

- Salary of \$8,402
- Full-time, temporary/seasonal, exempt position
- Manager Training will be 9:00am-6:00pm; June 14th – June 22nd
- Hours: Monday-Friday, 9:30am-6:30pm; June 23<sup>rd</sup> – August 18<sup>th</sup>
- Two days with hours shifted to 10:30am-7:30pm: July 13<sup>th</sup> and July 27<sup>th</sup>

**Ready to apply?**

Please email your resume, cover letter, and three professional references to [summermanager@risingsunenergy.org](mailto:summermanager@risingsunenergy.org), and include "Summer Program Manager" 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](http://www.risingsunenergy.org)