



RISING SUN ENERGY CENTER

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

JOB DESCRIPTION: TRAINING AND RECRUITMENT MANAGER, GETS

Rising Sun Energy Center is hiring a Training and Recruitment Manager for its Green Energy Training Services (GETS) pre-apprenticeship training program. The Training and Recruitment Manager is responsible for actively recruiting low-income adults experiencing barriers to employment to participate in the program, taking them through the intake process, and leading coordination of the GETS curriculum for each cohort, managing the classroom, and teaching specific lesson plans. The Training and Recruitment Manager works closely with partners to both recruit participants and design and coordinate the training portion of each GETS cohorts.

The Training and Recruitment Manager reports directly to the GETS Associate Director, works in partnership with the Career Services Manager and Case Manager, and is an integral part of an organization committed to making a significant and lasting impact in the lives of hundreds of people every year.

A successful Training & Recruitment Manager...

- Has a passion and a calling for working one-on-one with adults who need additional support to be successful in their careers
- Is highly skilled at classroom management; has at least one year of experience successfully teaching adult learners in a classroom setting, including preparing and delivering lesson plans (and enjoys doing it!)
- Has a strong understanding of and ability to develop connections with local community partners, resources, and networks for participant recruitment
- Enjoys working in the community and meeting new people; extroverted with strong public speaking skills
- Communicates effectively with program participants, team members, and community partners; able to develop rapport and build trust with a diverse range of individuals
- Has demonstrated an aptitude for taking initiative, and is motivated by working toward quantitative goals
- Maintains professional boundaries while treating individuals with respect and compassion
- Remains calm under pressure; handles emotionally-challenging situations with professionalism and intention
- Is extremely well-organized; able to create and maintain all necessary paperwork, data, and forms to ensure outcomes are achieved for each participant
- Is committed to empowering individuals to succeed
- Can serve as a model and a coach for GETS program participants; offering stability and consistency
- Is comfortable and has experience using databases, Google Suite, and Microsoft Office

- Holds a BA/BS in human services, social services, education, or related field, or commensurate experience
- Brings at least one year of experience working with disadvantaged and/or low-income individuals

The Training & Recruitment Manager is responsible for...

- Recruiting, interviewing, and enrolling 60-80 individuals each year, ensuring all goals and requirements for number and demographics of participants are met
- Outreaching to and meeting with partner organizations to build a referral network for potential participants; conducting presentations and attending events to recruit participants; hosting information sessions
- Completing intake and enrollment for each participant, including coordinating interviews, TABE testing, application forms and required documentation, and entry into tracking databases; assessing each applicant, in coordination with the GETS team and partners, for program readiness and fit
- Leading implementation and coordinating on the development of the GETS curriculum and schedule; preparing class materials
- Providing classroom management and ensuring a productive learning environment for all participants
- Teaching/training, including lessons from the Multi-Craft Core Curriculum and Roots of Success
- Coordinating with contracted instructors for Math, Construction, and other topics as required; coordinating guest instructors and speakers
- Providing coverage and support during program activities; participating in alumni gatherings and other special events
- Working in close coordination with the Career Services Manager, Case Manager, and GETS Associate Director to meet graduation, placement, and retention goals, as well as to ensure a seamless, positive experience for each participant
- Working with the GETS team to continually improve the program and participant outcomes
- Other responsibilities as required

To hold this position, you must...

(We are serious; no matter how much we like you, we simply cannot consider you for this position if you don't meet the following:)

- Have a car, valid driver's license, and insurance
- Able to travel within the East Bay
- Be able to work some flexible hours (e.g., evenings and occasional weekends)

It's a big plus if you...

- Have experience working with workforce development programs
- Have experience with the Multi-Craft Core Curriculum

- Have familiarity with the building trades, construction, building performance, and/or solar industries
- Have experience using databases such as Salesforce and/or CalJobs
- Have experience working with the re-entry population

About Rising Sun...

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 GETS program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our 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.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and three professional references to hatton@risingsunenergy.org, and include "GETS Training and Recruitment 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