



RISING SUN ENERGY CENTER

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

JOB DESCRIPTION: LEADER-IN-FIELD TRAINING (LIFT)

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 LIFT position is a great opportunity for returning Energy Specialists, ages 18-24, to continue to grow within Rising Sun in a leadership capacity. LIFT learn technical and transferable skills, working closely with their managers and receiving ongoing mentorship for future management positions. Focus areas include leadership skills, teamwork, training and facilitation, community outreach, social media engagement, and planning.

AS A LIFT, YOU ARE:

- Flexible and adaptable; able to prioritize and shuffle responsibilities
- A leader and/or interested in improving/expanding your leadership skills
- Reliable, responsible, trustworthy, and honest
- An effective verbal communicator, and comfortable talking to new people
- Proactive and show initiative; you like to solve problems
- Interested in professional growth and development

AS A LIFT, YOU MUST:

- Have a car, valid driver's license, and motor vehicle insurance
- Be able to travel on a daily basis within your community to support site needs
- Able to work the full 9 weeks (June 12 – August 11, 2017)
- Be comfortable helping to sign customers up for Green House Calls
- Possess intermediate computer skills

LIFT ARE RESPONSIBLE FOR:

- Assist managers with administrative tasks including inventory management and tracking
- Perform Green House Calls (GHC) when needed
- Assist with quality control and monitoring of GHC
- Call clients and schedule appointments
- Drive youth teams to and from appointments when needed
- Actively promote CYES on social media
- Other duties as assigned
- Co-facilitate once-a-week professional development sessions at your site (i.e., "how to write a resume", etc.)
- Assist managers with youth training
- Conduct community outreach to promote the program
- Attend once-a-week LIFT meetings/workshops off-site
- Plan and execute a CYES end-of-summer celebration (BBQ)
- Write one blog post during the summer

AS A LIFT, 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 \$12.50 per hour†
- Mileage reimbursement at federal rate
- Dates of employment: June 12th-August 11th, 2017
- LIFT Orientation: June 12th-13th
- Attend portions of Manager Training from June 14th-June 22nd (up to 30 hours)
- Two mandatory adjusted schedule days, 12:00pm-8:00pm
- Regular program work hours: Mondays from 1:00pm-3:30pm, Tuesday-Friday from 10:30am-6:30pm

* Priority will be given to applicants who have worked with Rising Sun before as Energy Specialists or LIFT, but we encourage all applications

†Pay scale may differ from city to city, depending on local living wage ordinances.

Ready to apply?

Please email your resume, cover letter, and three professional references to liftjob@risingsunenergy.org, and include "LIFT" 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