



LEADERS-IN-FIELD-TRAINING (LIFT) ENERGY SPECIALIST

Rising Sun Energy Center (Rising Sun) a 501(c)(3) non-profit, is currently accepting applications for the **Leaders-In-Field-Training (LIFT) Energy Specialist** position, through its **California Youth Energy Services (CYES)** summer program. LIFT are given the opportunity to gain leadership skills and acquire hands-on experience in program management by assisting their Site Managers and Community Outreach Managers. **Potential LIFT sites: Oakland, Livermore, Fremont, Richmond, Berkeley, Albany, Emeryville, Union City, Hayward, San Leandro, Pleasanton**

The **Leaders-In-Field-Training (LIFT) Energy Specialist** position is a great opportunity for returning Energy Specialists to continue to grow with CYES but to also learn technical and transferable skills in a leadership position. LIFT will work closely with their Site Managers and Community Outreach Managers. LIFT are a valued resource for managers and site location because of their know-how as an Energy Specialist and knowledge of the site city. If you are a returning Energy Specialist looking for the chance to gain further job skills and contribute to environmental education and community service, while serving as a role model to fellow Energy Specialists, please apply! **CYES Youth Council members are encouraged to apply!**

JOB DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING

PROGRAM & ADMINISTRATIVE ASSISTANCE

- Assist manager with preparing GHC (green house call) packets, measures and tools in the morning
- Assist manager with creating and maintaining inventory tracking system
- Enter completed GHC forms into the scheduler
- Drive ES teams to and from GHC appointments when needed
- Perform GHC when needed
- Pick up/drop off materials between site location and headquarters
- Transport and unload recycling materials to site's designated recycle center
- Assist managers with Energy Specialist training
 - Carry out icebreakers
 - Lead a lesson during Energy Specialist training, depending on your experience level
 - Help prepare materials for Energy Specialist training by making copies of documents, making visual aids, writing on flipchart, etc.

OUTREACH ASSISTANCE

- Conduct outreach (i.e. tabling farmer's markets, canvassing, soliciting property managers, etc.)
- Call client referrals and schedule GHC appointments
- Enter scheduled appointments into scheduler

LIFT SPECIFIC RESPONSIBILITIES

- Lead once-a-week professional development session at your site (i.e. "how to write a resume" etc.)
- Be in charge of a special project that increases GHC services at your site
- Attend once-a-week LIFT meetings off-site
- Document site through a weekly CYES blog and photos
- Help plan end of summer BBQ with the LIFT team

JOB DETAILS:

- \$11 hourly wage
- Mileage reimbursement
- Attend stipend paid LIFT training (Tentatively scheduled for May 19-20, Saturday/Sunday)
- Dates of employment: June 18 – August 13th
- Attend and observe Manager training (June 18-22)
- Work Hours: 9:30am-6:30 pm Tuesday-Friday
- Two Mandatory working evenings from 11:00am-8:00pm

REQUIREMENTS

- Must be a returning CYES Energy Specialist
- Must be at least 18 years of age
- Have your own car with valid driver's license and insurance and ability to travel as needed
- Must be available to work the entire 7-week program
- Interest in environmental education and community service
- Be a team player and assist where necessary
- Good written and verbal communication skills.
- Intermediate computer skills
- Preferred by not required: bilingual in Spanish, Mandarin, Vietnamese, or Tagalog

To apply please submit a resume, cover letter, letter of recommendation and two references no later than March 30th. The letter of recommendation should come from someone outside of your family, preferably a past employer, teacher, school counselor, pastor, adult mentor, etc. Incomplete applications will not be accepted.

ORGANIZATION

Rising Sun Energy Center (Rising Sun), a 501(c)(3) non-profit based in Berkeley, was founded in Santa Cruz, CA in 1994, and began as a demonstration site and education center for renewable energy and conservation techniques. In 2000, the organization moved to Berkeley, CA, and began its first year of what has become our flagship program, **California Youth Energy Services (CYES)**. Rising Sun provides comprehensive energy-efficiency services and education for Bay Area residents through our California Youth Energy Services program. We provide our services through an innovative community service program, integrating youth training and employment, in addition to on-site residential energy efficiency visits. Since 2000, Rising Sun has served over 11,500 homes and provided training and employment to over 500 youth ages 15-22.

If you are ready for a challenging yet rewarding CYES summer experience please apply!

Please check-out our website: www.risingsunenergy.org for more information about the program. To apply, please send your resume, cover letter, letter of recommendation and two references via email ASAP or by mail.

Please send to:

CYES Attn: Natesha Tabor
CYES Program Manager
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