POSITION: Agricultural Research Project Specialist and Food Hub Market Manager  
(Full-Time / 35-40 Hours Per Week / Benefited / Non-Exempt)

LOCATION: Center for Economic Development and North Valley Food Hub at California State University, Chico

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Associate Director of Research of the Center for Economic Development (CED) and Dr. Jacob Brimlow of the CSU, Chico College of Agriculture (COA), the Project Specialist performs duties associated with the management and coordination of applied research projects involving rural or agricultural data collection and community coordination for the CED. The successful applicant’s daily job duties will include conducting both primary and secondary data collection through surveys, and public and private sources, as well as coordinating outreach efforts for the cottage food industry, and the region’s IMCP AgPlus initiative. The Project Specialist should also be prepared to run economic impact reports using IMPLAN and utilizing ArcGIS tools to take official data and make it more useful for community leaders.

In addition to the Project Specialist duties, the successful applicant will split time working at the North Valley Food Hub (NVFH), a grant-funded project of the COA, where they will take on the role of Market Manager. The job duty split may vary from week to week as workloads vary. However, the normal work week will likely be 12 to 15 hours towards the Food Hub and the remaining hours towards the Agricultural Research Project. At the NVFH the successful applicant will be responsible for outreach to buyers and suppliers to increase clientele and sales, manage daily logistical issues, coordinate two weekly markets, and deliver/distribute weekly product lists. The Market Manager will also assure quality control of the products being sold, acquire feedback from buyers to assure satisfaction, and continuously provide technical assistance and maintain relationships with all clients. The successful candidate will manage all internal account records for the NVFH, including keeping track of invoices and payments.

EMPLOYMENT STANDARDS: Requires a Bachelor’s Degree in Agricultural Business, Agricultural Economics, Environmental Economics, or a closely related field, and a minimum of two (2) years professional experience demonstrating the ability to perform the full range of duties described above. The successful applicant should have experience working with both ArcGIS, and the IMPLAN input-output model, and must have experience managing the daily activities of a Food Hub or Farmers’ Market. The candidate must have strong quantitative and analytical skills; good interpersonal abilities for interacting directly with farmers and clients; and the successful applicant should have the ability to work independently in a deadline-driven environment. Reliable personal transportation and a clean driving record are required. Participation in the DMV Employer Pull Notice Program (driving record) will be required of the successful candidate. Must complete and pass a background check which includes fingerprinting.

PHYSICAL REQUIREMENTS: The applicant will need to be able to perform the essential job functions of this position with or without reasonable accommodation. Duties require the ability to lift or carry objects up to 25 lbs.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
COMPENSATION: Starting $14.50 - $16.00 DOE. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, current resume, cover letter stating applicant’s interest and direction with the position, and provide at least three references with name, title, address and phone number. Application deadline is September 8, 2016. Applications received after this date will not be accepted. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95929-0246

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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