POSITION: Program Assistant (PA) – primary responsibilities for CalFresh Outreach Program
Part-Time / Non-Benefited / Non-Exempt / Up to 29 Hours per Week / Multiple Positions

RECRUITMENT ID: 519 – Record the Recruitment ID number on the RF Application when applying.

LOCATION: The CSU, Chico Research Foundation’s Center for Healthy Communities (CHC) is an umbrella organization for a number of grant-funded programs that serve high-risk residents in northern California. CHC develops and implements nutrition education, food security and physical activity programs and policy development addressing the needs of diverse populations. CHC provides the infrastructure and coordination of shared resources for interdisciplinary student-faculty research, leadership development, and civic engagement/service learning experiences for University students. CHC values and supports sustainable food systems, livable communities with access to healthy foods and physically active lifestyles in local, regional and global communities.

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted administrative and programmatic staff, this Program Assistant will be responsible for various activities in the following program area:

CalFresh Outreach Program Implementation Support
- Assisting with program support for the California CalFresh Outreach subcontractors;
- Assist with fiscal support for California CalFresh Outreach subcontractors;
- Assist with supervising staff and interns with CalFresh eligibility criteria, screening, application and recertification processes;
- Assist with state share tracking and documentation;
- Support and/or conduct and document site visits/desk review as required by state contract;
- Collect, review and prepare application tracking documents;
- Assist with mid-year and final CFO contract reports;
- Assist with necessary program activity documentation as required by funding agencies;
- Work with University and community partners on CFO activities and providing presentations as needed on the CalFresh program;
- Develop culturally appropriate materials including manuals, newsletter articles, reports and fact-sheets
- Follow funding guidelines, CHC and Research Foundation policies and procedures, and partner requirements;
- Must have the ability to drive to partner locations (Butte, Colusa and Glenn county).

EMPLOYMENT STANDARDS:
- Program Assistant I requires a minimum of 135 hour CHC internship or prior work experience in a related field

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.
- Program Assistant II requires a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field
- Program Assistant III required a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field AND a Master’s Degree in Nutrition, Public Health, or closely related field OR Registered Dietitian

Previous experience must demonstrate the ability to: perform the functions described above as well as skills to communicate verbally and in writing with clarity and proficiency; supervise staff; be flexible in response to ideas and points of view; and set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner.

In addition, the candidate must possess a valid California Driver’s License and good driving record. Live Scan (fingerprinting) clearance is required and participation in the DMV Employer Pull Notice Program (driving record) will be required upon hire.

**COMPENSATION:**

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<thead>
<tr>
<th>Position</th>
<th>Pay Range</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistant I</td>
<td>$11.00 - $15.95/hour</td>
<td>(pay commensurate with experience and education)</td>
</tr>
<tr>
<td>Program Assistant II</td>
<td>$13.75 - $19.94/hour</td>
<td>(pay commensurate with experience and education)</td>
</tr>
<tr>
<td>Program Assistant III</td>
<td>$17.19 - $24.93/hour</td>
<td>(pay commensurate with experience and education)</td>
</tr>
</tbody>
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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.

**APPLICATIONS:** Applicants must submit a completed CSU, Chico Research Foundation application, supplemental application, cover letter, current resume and three professional references. Application and announcement can be located on our website. **Application deadline is January 26, 2017.** Applications received after this date will not be considered. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

**BY 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

**VISIT OUR WEBSITE:** http://www.csuchico.edu/rfdn/

For questions, please contact the Research Foundation Human Resources office:

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