POSITION: Health/Nutrition Education Coordinator (HEC/NEC) – primary responsibilities for CalFresh Outreach Program – Full-Time (30-40 hours per week) / Benefited / Non-Exempt

RECRUITMENT ID: 529

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 direct supervision of a Health/Nutrition Education Specialist, this Health/Nutrition Education Coordinator (HEC/NEC) mid-management position will be responsible for:

In addition, the HEC/NEC will be responsible for assisting with the Food Access and CalFresh Outreach efforts, which includes, but is not limited to:

- Assisting with program/fiscal orientation, training and contract management for food access programs;
- Assisting with staff and intern supervision with CalFresh eligibility criteria and other social service programs, screening, application and recertification processes;
- Assisting with cost share/match documentation and analysis;
- Developing culturally appropriate materials including manuals, newsletter articles, reports and fact-sheets;
- Conducting and documenting subcontractor site visits/desk review as required by subcontractor agreement and to meeting programmatic/fiscal needs;
- Ensuring processes and programming are in compliance with funder guidelines and assist with the completion of audit/management evaluation documentation in a timely manner;
- Collecting, reviewing and preparing application tracking documents;
- Assisting with mid-year and final contract reports;
- Assisting with necessary programmatic documentation as required by funding agencies;
- Assisting HES/NES with student intern and staff supervision, including performance reviews;
- Working with University and community partners on food access activities and providing presentations as needed;
- Following funding guidelines, CHC and Research Foundation policies and procedures, and partner requirements.

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
EMPLOYMENT STANDARDS: This HEC/NEC position requires a minimum of a Bachelor’s degree in social work, health, nutrition, or a closely related field. In addition:

- **HEC/NEC I** requires at least **one year** of full-time related work experience at CHC or a similar organization.
- **HEC/NEC II** requires at least **three years** of full-time related work experience at CHC or a similar organization **OR** requires a Certified Health Education Specialist (CHES) or a Master’s degree in social work, health education, nutrition or a closely related field.
- **HEC/NEC III** requires at least **five years** of full-time related work experience at CHC or a similar organization **AND** requires a Certified Health Education Specialist (CHES) or Master’s degree in social work, health education, nutrition or a closely related field.
- **HEC/NEC IV** requires at least **ten years** of full-time related work experience at CHC or a similar organization **AND** requires a Certified Health Education Specialist (CHES) or Master’s degree in social work, health education, nutrition or a closely related field.

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; the ability to supervise staff; the ability to be flexible in response to ideas and points of view; and the ability to set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner. *Bilingual and bicultural in Hmong or Spanish/Latino, one year previous CalFresh/SNAP experience, and previous experience working with low-income communities is preferred.*

The successful candidate will have the ability to:

- Remain flexible in response to ideas and points of view, but be able to make a decision when necessary;
- Establish and maintain strong working relationships with others by using tact and diplomacy;
- Set priorities and deadlines and maintain accountability for quality and completion of projects;
- Prepare comprehensive and accurate reports;
- Demonstrated ability to assist with supervising staff and student employees;
- Respond to questions/problems and make recommendations on issues in a timely manner;
- Work a flexible schedule with occasional overtime and weekend responsibilities (vacation may be restricted or limited during peak workload periods); and
- Adjust to rapidly shifting priorities and timelines.

Level differentiation, classification and compensation are based on the amount of supervision needed to carry out essential job functions and standards, ability to work independently, efficiency with tasks and one’s critical thinking skills related to fiscal management.

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

COMPENSATION:

- **HEC/NEC I** - $15.00 - $20.25/hour (pay commensurate with experience and education)
- **HEC/NEC II** - $17.25 - $23.29/hour (pay commensurate with experience and education)

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• HEC/NEC III - $19.84 - $26.78/hour (pay commensurate with experience and education)
• HEC/NEC IV - $22.82 - $30.81/hour (pay commensurate with experience and education)

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.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume, and three professional references. Incomplete application packets will not be accepted. Application review begins is March 24, 2017. Applications received after March 23, 2017 may not be considered. Applications can be submitted:

BY MAIL:    IN PERSON:    BY EMAIL:
CSU, Chico Research Foundation  CSU, Chico Research Foundation  rfhrjobs@csuchico.edu
CSU, Chico, Building 25  25 Main Street, 2nd Floor suite 206
Chico, CA 95928-5388  Chico, CA

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

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

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