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
Chico State Enterprises 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 Enterprises’ 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.

POSITION OPENING

25 Main Street, Suite 203 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-6021 | www.csuchico.edu/cse

POSITION: Program Assistant
Part-time, non-benefited estimated 20 hours per week

COMPENSATION:
- Program Assistant I: $16.00-20.25/hour (pay commensurate with experience and education)

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC)

ESSENTIAL JOB FUNCTIONS: Under the direction of professional programmatic staff, this Program Assistant will be responsible for a wide range of responsibilities focused on CalFresh Healthy Living and CalFresh Outreach activities in the following program areas:

Working with Chico State University partners on the CalFresh Healthy Living and CalFresh Outreach activities in the following areas:

- Working with lead staff to plan, implement and provide follow up to CalFresh or CalFresh Healthy Living outreach events
- Supporting CHC staff and interns with CalFresh eligibility criteria, screening, application and recertification processes
- Working with lead staff to provide presentations as needed on the CalFresh Healthy Living and CalFresh programs to a variety of campus partners that could be in a classroom setting, a campus-wide promotional event, and/or virtually
- Working with lead staff to provide hands-on or virtual nutrition education including cooking lessons and administering food tastings
- Supporting requests to campus partners to promote the CalFresh Healthy Living and CalFresh program
- Supporting the promotion of events utilizing social media outlets such as Instagram, Snap Chat and Facebook
- Tracking events and partnerships for reporting purposes
- Supporting mentorship of interns regarding guidance on program implementation and protocol as needed

Working with community partners on the CalFresh Healthy Living and CalFresh Outreach activities, which includes the following:

- Working with lead staff to provide hands-on or virtual nutrition education including cooking lessons and administering food tastings
- Assisting and/or coordinating with community events and classes
- Assisting and/or coordinating with participant forms, reporting, or programmatic documentation
- Supporting mentorship of interns as needed on program implementation and protocol as needed
In compliance with the CSU vaccination policy, CSE recently implemented a COVID-19 vaccination self-certification requirement and process for active employees. Expanding on that process, all CSE new hires will need to self-certify their vaccination status or have received an approved medical/religious exemption prior to their start date as a contingency of their hire. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

**MINIMUM EMPLOYMENT STANDARDS:**
- At least one year of part-time work experience in a professional setting in nutrition or health related field or community member/liaison OR Bachelor’s Degree in Nutrition, Dietetics, Health Education, or closely related field.
- This position requires local day travel in Butte county to support contract activities as needed
- Well-versed with Microsoft Office and knowledge of Zoom. Knowledge of Google classrooms is desired
- Ability to work virtually and in-person as needed
- Able to work independently with remote support from Program Manager
- Ability to access a stable internet

**PREFERRED EMPLOYMENT STANDARDS:**
- Desire or interest working on basic needs initiatives with low-income, diverse, and underserved populations
- Verbal and written proficiency in Spanish is desired

**HOW TO APPLY:**
To be considered, submit the following documents:
- Current resume
- Optional Documents include:
  - Cover Letter

**APPLICATION DEADLINE:** Application review will begin 2/16/22 but the position will remain open until filled.

Applications can be submitted:

**BY MAIL:**
Center for Healthy Communities
25 Main Street, Suite 201
Chico, CA 95928-5388

**BY EMAIL:**
chc@csuchico.edu

For questions, please contact Center for Healthy Communities office: 530-898-5323

or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/chc/](http://www.csuchico.edu/chc/)

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.