POSITION: Program Assistant
Part-time, non-benefited estimated 15-20 hours per week

COMPENSATION:
- Program Assistant I: $15.00-20.25/hour (pay commensurate with experience and education)

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC) – Remote locations in Tehama and Glenn Counties.

ESSENTIAL JOB FUNCTIONS: Under the direction of professional administrative and programmatic staff, this Program Assistant will be responsible for implementing general nutrition, physical activity and edible gardening program activities in the school and community settings in the following program areas:
- With support from program lead, network, establish and maintain school and community contacts.
- Conduct surveys and data collection at school sites
- Provide interactive nutrition education and/or physical activity lessons virtually and/or in person at school and community sites
- Assist and/or coordinate school/community events
- Assist and/or coordinate garden-based lessons in schools and community settings
- Assist and/or coordinate with participant forms or programmatic documentation
- Work collaboratively with organizations and school sites in Tehama and Glenn counties serving the school aged and adult population in northern California
- Provide technical assistance around nutrition and health, as needed and in accordance with grant guidelines
- Participate in project team meetings remotely

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 (more limited during pandemic) in the surrounding north state counties, mostly in Tehama and Glenn counties 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 12/3/21 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/

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.