POSITION: Program Assistant I or II – Community Health Promotion
Part-time, non-benefited estimated 25-29 hours per week
RECRUITMENT ID: 884
COMPENSATION: Program Assistant I-II: $16.42-$27.51/hour (pay commensurate with experience and education)
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC) – Remote locations in Colusa, Yuba and/or Glenn Counties.

ESSENTIAL JOB FUNCTIONS: Under the direction of professional programmatic staff, this Program Assistant will be responsible for implementing general nutrition, physical activity and edible gardening program activities in school (pre-k through high 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 Colusa, Yuba and/or 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

MINIMUM EMPLOYMENT STANDARDS:
- Program Assistant I: Some work experience preferred but not required and a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or closely related field.
- Program Assistant II: A minimum of 1 year or equivalent amount of time of work experience with increasing responsibility in program planning and administration and a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or closely related field.
- This position requires local day travel in the surrounding north state counties, mostly in Colusa, Yuba and/or Glenn counties to support contract activities as needed.
- Well-versed with Microsoft Office and knowledge of Zoom
- 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 but not required.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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.
COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- 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.

HOW TO APPLY:
To be considered, submit the following documents by September 29, 2022. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX:  https://csuchico.app.box.com/f/68c621a648f544bba29850faac680d5
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.