Position Opening

POSITION: Project Manager I: Conservation Planning & Education (Current CSE Employees Only)
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: $60,000 - $80,000 per year
DEPARTMENT: Center for Regenerative Agriculture
LOCATION: Center for Regenerative Agriculture & Resilient Systems (CRARS); Candidate must be a California resident at the start of the position. This position is likely to be a combination of in-office and remote work.
RECRUITMENT ID: 038

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: The CRARS Conservation Planning and Education Program delivers online and on-farm education to agricultural professionals to build knowledge and community in regenerative agriculture practices to support the expansion of systems-based farm, ranch, and forest management practices on California working lands; and foster conversation and innovative, collaborative strategies to address current and future threats and opportunities for California agricultural production.

The successful applicant will provide day-to-day management and oversight of grant-funded regional conservation planning and education programs designed to increase the availability of on-farm producer technical assistance and implementation support to adopt climate-smart agriculture practices. Following guidelines and requirements of the funded program, the position will work with State and Federal agencies and conservation partners to deliver program activities. Position is expected to contribute to ongoing funding and development efforts for sustainability of the Center (e.g., proposal development, leveraging and/or creating partnership and program opportunities).

Responsibilities include the following:

- Assist Project Director to manage administrative aspects of the project (e.g., schedule and manage project tasks; coordinate/supervise assigned staff and/or students; project-related procurement and budget management).
- Develop, manage and maintain program data collection.
- Complete project reports as directed and as assigned.
- Provide conservation planning assistance to producers.
- Provide training, support, and supervision to a team of conservation planners and student support.
- Design, coordinate and deliver producer field day events, workshops and conference/meeting presentations.
- Develop and provide instruction on conservation planning to professional Technical Assistance Providers
- (curriculum development, delivery and assessment).
- Regular communication with the project team, partners, consultants and collaborators.
- Participate in project meetings and other project-related events.
- Support project evaluation activities.
• Project communication, dissemination and reporting.
• Provide support to a TAP network.
• Administrative activities including budgeting, track spending, and provide budget summaries.
• Other duties, as assigned.

EMPLOYMENT STANDARDS:
• Bachelor’s degree required; Master’s degree preferred. The field of study should be agroforestry, regenerative agriculture, natural resource management, environmental science or a related-field that prepares the applicant to meet essential job functions.
• Ability to communicate effectively with federal and state staff, faculty, coworkers, agricultural producers,
• landowners, conservation planning professionals, and other stakeholders.
• Bilingual preferred.
• Experience in providing farmer-focused education programs.
• Technical assistance experience; progress toward NRCS certification a plus.
• Ability to navigate federal and state agencies to understand required reporting standards and expectations.
• 3-5 years demonstrated experience in project/program management, including work plans, timelines, budgets and reporting.
• Excellent oral and written communication skills.
• Proficient with all Microsoft Office products, mastery in Excel.
• Organizational skills and the ability to prioritize tasks.
• Responsible, punctual, self-directed, persistent with follow-up and task-oriented with strong problem-solving skills.
• Ability to adapt in a fast-paced, evolving work environment and to work within deadlines.
• Must have excellent people skills, and work well as a member of a team.
• Supervising staff/students/interns, as assigned.
• Must have the ability to take direction and dynamically adjust to feedback.
• Other duties, as assigned.

DESIABLE SKILLS:
• Conservation Planning.
• Data management and reporting.
• GIS mapping software.
• Grant and report writing.
• Project management.
• Teaching adult learners.

PHYSICAL REQUIREMENTS:
• Ability to travel, as needed.
• Ability to work at a computer for extended periods (>20 hrs/wk).

Preferences:
• Current CSE Employee
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.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by **November 15th, 2023**. Documents submitted after this date may not be considered.
• Resume
• Cover Letter
• Chico State Enterprises Application
• Contact information for three professional references

BY DROP BOX: [https://csuchico.app.box.com/f/07013c844a8842c4912d1b930f51d238](https://csuchico.app.box.com/f/07013c844a8842c4912d1b930f51d238)
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.

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.