Position Opening

POSITION: Program Assistant II – Design & Marketing
STATUS: Part-time / Non-benefitted / Non-exempt
COMPENSATION: $20.19 – $24.47 per hour
DEPARTMENT: Center for Healthy Communities (CHC)
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position will be eligible for partial telecommuting with the expectation of working in the office at 25 Main Street, Chico CA occasionally.
RECRUITMENT ID: 070
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: Under the direction of Graphic Design Manager, this Design & Marketing Program Assistant will be primarily responsible for a range of design and marketing activities. The primary responsibilities of the position include the following:

- Work closely with the Graphic Design Manager and PR & Marketing Team to design and develop print and web marketing materials for various CHC programs.
- Assist the PR & Marketing Team with design requests that include, fliers, posters, publications, business cards, brochures, website updates and other marketing materials.
- Communicate effectively with staff to ensure project deadlines are met.
- Attend meetings to collaborate with various CHC teams on design and marketing strategies
- Monitor and answer questions and inquiries from the CHCMedia email
- Participate in regular PR & Marketing Team meetings
- Other duties as requested

EMPLOYMENT STANDARDS:

Minimum:

- Program Assistant II: Bachelor’s degree in Graphic Design and/or Communication Design or similar; or a minimum of 3 years or related work experience in lieu of an advanced degree
- Ability to work independently with remote support from Graphic Design Manager
- Applicable knowledge and experience with design software including Adobe Creative Suite.
- General knowledge of print and web design principles including, typeface, color, layout, and print production techniques.
- Demonstrate understanding of, and a willingness to learn, design and marketing strategies and trends.
- Ability to communicate with colleagues via email, phone, Zoom, and in person
- Ability to access stable internet
- Demonstrate understanding of various communication programs including Zoom, Email, and others.
Preferred:
- Experience and knowledge in Web Design including principles such as, html, CSS, layout, responsive design, SEO, and analytics
- Experience and knowledge in in-depth marketing strategies
- Experience using public benefits such as CalFresh Food or Medi-Cal

**HOW TO APPLY:**
To be considered, submit the following documents by **January 17th, 2024.** Documents submitted after this date may not be considered.
- Resume
- Chico State Enterprises Application

**BY DROP BOX:** [https://csuchico.app.box.com/f/0b23f08c19ec44fea9c361300075e4ce](https://csuchico.app.box.com/f/0b23f08c19ec44fea9c361300075e4ce)
**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.