Position Opening

POSITION: Program Manager I: 530 Food Rescue (Open to Internal Candidates Only)
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: Program Manager I: $28.85 - $34.97 per hour
DEPARTMENT: Center for Healthy Communities
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position would be a combination of in office work at 25 Main St, Chico office and remote work. Candidate must be a California resident at the start of the position and able to travel and provide in person activities primarily in Butte County

RECRUITMENT ID: 071

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 benefitted programmatic staff, this Program Manager will be responsible for:

- Creating and sustaining collaborative relationships with diverse organizations and partners.
- Continual mentoring of student interns, volunteers, and/or paraprofessional staff to support project goals.
- Actively collaborate with cross-functional teams and demonstrate strong communication qualities to foster a cooperative and productive work environment.
- Recognizes inefficiencies in program implementation and is proactive in communication.
- Ability to take initiative improving systems and/or processes to streamline work and regularly contributes to the team and proposes recommendations and possible solutions for the work.
- Following funder guidelines, CHC and Chico State Enterprises policies and procedures, and partner requirements.

In addition to the above general/overarching functions of the Program Manager position listed above, CHC has specific needs for this Program Manager to provide support for the grants and contracts for 530 Food Rescue Coalition and CHC Community CalFresh Outreach (CFO) Team. The person in this position will be responsible for the following:

- Confirm and coordinate schedules with non-profit partners for food donations and alert appropriate staff when changes are needed.
- Conduct Non-profit partner (NPP) onboarding procedure.
- Serve as lead contact for NPPs and work collaboratively to identify solutions to food insecurity among their constituents.
- Identify outreach opportunities to build, expand, and continuously engage a network of NPPs.
- Communicate appropriate logistics for donations to the dispatch team.
- Work collaboratively with the dispatch team to ensure equitable distribution of food.
- Conduct site visits with active and dormant NPPs as necessary.
- Be familiar with and communicate ServSafe and company regulations as they relate to food donations.
- Help to recruit and maintain volunteer engagement.
- Support, plan, and engage in outreach events to maintain the project scope of work.
• Develop linkages between local food access resources, including CHC Community CFO Team, farmers’ markets, farmers/food producers, food rescue organizations, food banks/pantries, and local organizations serving low-income individuals.
• Collaborate with the Project Director to identify and steward relationships with the business community, community-based organizations, and civic groups to support program activities.
• Monitor program performance data to identify trends, and report on progress toward goals.
• Maintain up-to-date knowledge of the Food Rescue Hero app and admin portal functionality.
• Develop and maintain positive relationships with vendors and beneficiaries; maintain positive relationships with all CHC and 530 Food Rescue Coalition staff.
• Attend weekly 530 FRC Team meetings and other relevant meetings as needed.
• Other duties as requested.

MINIMUM EMPLOYMENT STANDARDS:
• Program Manager I requires a Bachelor's degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. Some professional work experience in edible food recovery and or professional food business experience is preferred but not required.
• Experience and skills with Microsoft Outlook, Excel, Power Point and Zoom.
• Keen customer service skills; able to resolve conflict in a compassionate manner.
• Strong networking skills: ability to connect with people and causes.
• Agile and focused problem solver with the ability to make clear and actionable recommendations to department heads and organizational leadership.
• Strong critical thinking skills, with the ability to interpret data, recognize trends and solve problems.
• Detail-oriented, and process-driven with exceptional organizational skills.
• Ability to communicate and facilitate meetings with clients and colleagues via email, phone, Zoom and in person.
• The applicant must possess strong interpersonal, planning, writing and organizational skills.
• Ability to work independently with remote support from the supervisor and the program team.
• Ability to travel and provide in person outreach activities and represent the project at events in Butte County and beyond.
• Ability to access stable internet.

PHYSICAL REQUIREMENTS:
• Sedentary and physical labor
• Capacity/willingness to work in extreme weather conditions.
• Ability to lift/carry up to 20 pounds unassisted

PREFERRED EMPLOYMENT STANDARDS:
• Awareness of surplus food recovery policy and procedures under SB1383.
• Experience working in food business or food system related field.
• ServeSafe certification and knowledge of food safety best practices for surplus edible food recovery and redistribution.
• A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and
genuine team orientation.

COMPLIANCE REQUIREMENTS:
• 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.

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 January 16th, 2024. Documents submitted after this date may not be considered.
• Resume
• Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/684e89f4202546fcb65fdd9f2a24900e
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.