Position Opening

POSITION: Program Manager I – County CFHL
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: $28.85 - $34.97 per hour
DEPARTMENT: Center for Healthy Communities (CHC)
LOCATION: Center for Healthy Communities (CHC), 25 Main Street. This position would be a combination of 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 to a 4-county region (Colusa, Glenn, Tehama and Yuba) in Northern California.

RECRUITMENT ID: 072
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 I will be responsible for:

- Program implementation that includes the support and/or oversight to plan and conduct scope of work utilizing current research-based science, health education strategies and population data.
- Coordinating and implementing activities in multiple counties that focus on food access, nutrition education and physical activity promotion and policy system and environmental change, and events for schools, community organizations, county agencies in low-income or rural areas.
  - Assist and/or coordinate garden-based lessons and/or garden-builds.
  - Lead and/or provide support for implementation of physical activity classes (preK-12).
  - Assisting and/or coordinating school/community events and classes in the community.
- Implement community needs assessments to determine need, resources available and assess interest.
- Creating and sustaining collaborative relationships with diverse organizations and partners.
- Ability to be proactively responsive to partner needs.
- Supporting the preparation and maintenance of program tracking, research and contractual documentation as required by funding agencies.
- Provide staff trainings to partnering sites on health-related topics.
- Continual mentoring of student interns and/or paraprofessional staff to support academic and professional goals and encourage cohesiveness and collaboration across teams.
- 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.
- May contribute to ongoing funding and development efforts for sustainability of the Center (e.g. proposal development, leveraging and/or creating partnership and program opportunities).
- Following funder guidelines, CHC and Chico State Enterprises policies and procedures, and
EMPLOYMENT STANDARDS:
- Program Manager I requires Bachelor's degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. Some professional work experience preferred but not required.
- The applicant must possess strong interpersonal, planning, writing and organizational skills.

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.

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 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/d52d33b9a63a4f7a8d24beae9ba325e5
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.