Position Opening

POSITION: Program Manager I: Local Food Systems & Community Health Outreach (Current CSE Employees Only)

STATUS: Full-Time / Benefited / Hourly / Non-Exempt

COMPENSATION: $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 to a rural ten county region in Northern California.

RECRUITMENT ID: 073

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.
- Program implementation that includes the support and/or oversight to plan, conduct, and evaluate program scope of work utilizing current research-based science, health education strategies and population data.
- Continual mentoring of student interns, volunteers, and/or paraprofessional staff to support academic and professional goals.
- Actively collaborate with cross-functional teams and demonstrate strong communication qualities to foster a cooperative and productive work environment.
- Coordinating and implementing activities in multiple counties that focus on food access, nutrition education and local food system promotion and policy system and environmental change, and events for community organizations, county agencies in low-income or rural areas.
- Recognizes inefficiencies in program implementation, is proactive in communication to seek support to be responsive to program and partner needs and can shift direction in response to funder priorities.
- 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 serving low-income individuals. Support includes planning and implementation of programmatic activities, developing culturally appropriate materials, mentoring staff, traveling to partnering sites, assisting with required programmatic documentation and reports as required by funding agencies; relationship building with current and future stakeholders. The focus of these projects includes but are not limited to:
• Community Health Promotion and farmers’ market incentive program implementation to low-income individuals.
• Cultivate relationships with organizations serving low-income individuals to build trust and conduct information gathering forums with appropriate stakeholders.
• Develop linkages between local food access resources, including farmers’ markets, farmers/food producers, food rescue organizations, food banks/pantries and local organizations serving low-income individuals.
• Implementation of CalFresh Healthy Living activities, which may include trauma informed direct education, indirect education, physical activity classes, outreach events, staff trainings and support for policy system and environmental (PSE) changes while honoring traditional foods and food systems of the community members being served.
• Implementation of CalFresh Outreach activities, which may include CalFresh application assistance services, client prescreens and facilitating client/county communication.
• Meeting potential or recurring clients in locations that ensure quality service and attend outreach events where tasks may include preparing, setting up, conducting services, and active participation.
• Provide customer service that focuses on professionalism, patience, empathy, de-escalation informed and a “people-first” attitude.

MINIMUM EMPLOYMENT STANDARDS:
• Must be current CSE employee to be considered.
• Program Manager I requires a Bachelor’s degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. Some professional work experience preferred but not required.
• Ability to work a Tuesday-Saturday work week and start some work days at 6:30 am.
• Experience and skills with Microsoft Outlook, Excel, Power Point and Zoom.
• 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 within the 10-county service area. The frequency of this is estimated to be about 4-6 times per month.
• 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 40 pounds unassisted

PREFERRED EMPLOYMENT STANDARDS:
• Bilingual and able to read, write and speak Spanish proficiently.
• Awareness of CalFresh and community nutrition programs.
• Experience working with low-income individuals/households.
• A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and genuine team orientation.
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 22nd 2024. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/1fc05846c973423aaf24e6e52fa57ed
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.