Position Opening

POSITION: Program Manager I-II: Basic Needs in Higher Education, Resource Hub

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

COMPENSATION:
- Program Manager I: $28.85 - $34.97 per hour
- Program Manager II: 32.86-39.83 per hour

DEPARTMENT: Center for Healthy Communities

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position is eligible for telecommuting. Candidate must be a California resident at the start of the position.

RECRUITMENT ID: 074

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:
- 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 CalFresh Outreach (CFO) Resource Hub activities across 58 counties in partnership with higher education segments
- 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 CFO Resource Hub. Support includes planning and implementation of programmatic activities, 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:
- Oversees day-to day activities such as coordinating program and team needs by fielding CalFresh eligibility questions and providing resources.
- Works with CFO Co-Directors and additional leads on maintenance of overall CFO website and resources.
• Reviews Support Desk tickets, and observes/collects information on best practices and challenges.
• Leads, coordinates and facilitates internal and external trainings related to CFO program.
• Identifies, creates, develops and updates resources.
• Stays current on policy and advocacy by consistently reviewing appropriate notes and attending relevant meetings.
• Maintains knowledge on CalFresh regulations and changes to any eligibility requirements.
• Contributes to implementation of various legislative bills such as AB 396 and AB 1326.
• Works with other program leads in troubleshooting county social service issues, and identifies opportunities.
• Assists in additional focus areas of the CFO Resource Hub as needed.

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 experience required.
• Program Manager II- requires a Bachelor’s and/or advanced degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. A minimum of 3 years or equivalent amount of time (approximately 6 years at half-time, etc.) of professional work experience.
• Some experience with basic needs services and/or county social services in relation to the CalFresh Food program.
• Exposure to CalFresh application portal(s), such as GetCalFresh.org, BenefitsCal.com, etc.
• Intermediate skills with Microsoft Outlook, Excel, PowerPoint and Zoom.
• Ability to independently research and interpret county notices, legislation, and program regulations.
• Ability to communicate and facilitate meetings with partners and colleagues via email, phone, and/or Zoom.
• 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 access stable internet.

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/37a9d70b37dc49cfd5718ba0a11efd1
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.