

Position Opening

POSITION: Project Manager II

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

COMPENSATION: \$30.03 – \$36.40 per hour

DEPARTMENT: North State Planning and Development Collective

LOCATION: North State Planning and Development Collective

RECRUITMENT ID: 134

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 supervision of senior staff, Project Manager II provides a critical role in the management of assigned grant-funded projects. Assigned projects will vary but include multi-year natural resource and climate-related grant-funded projects. The position will be responsible for:

- Leading task-specific project or team activities, including but not limited to:
 - grant reporting,
 - coordinating of the satisfactory completion of project milestones and/or deliverables,
 - leading meetings or specific agenda items within meetings,
 - invoice and subcontract processing.
- Prioritizing, anticipating, and preparing for tasks to complete work on time.
- Setting timely and effective individual and project goals
- Routinely assessing and re-strategizing individual and team goals with supervisor and suggesting actions to ensure timely progress on project needs.
- Proactively recognizing and addressing errors or concerns with supervisor.
- Creating and sustaining collaborative relationships internal and external to the Center.

To meet the general functions of the Project Manager II above, specific requirements of the position include maintaining:

- Deep understanding of assigned projects, programs, scopes of work, contract language, and deliverables.
- Knowledge of funder guidelines and accountability to their implementation with minimal supervision.
- Elevated work efficiency to allow for additional contributions to projects, meetings, and tasks like assistance on materials or grant proposals.
- Work schedule necessary to best serve project performance while remaining flexible as needed to effectively support programmatic needs.
- Familiarity with budget line items.

EMPLOYMENT STANDARDS:

- Bachelor's degree and/or advanced degree in Geography, Planning, Environmental Science, Public Administration, or closely related field and a minimum of 3 years full-time equivalent

of relevant professional work experience.

- Experience with contracts, contract terminology and invoicing processes.
- Experience preparing and delivering effective written and oral reports.
- Ability to manage workplans, timelines and budgets.
- Ability to communicate professionally and effectively with multiple stakeholders.
- Ability to work both independently and cooperatively as a supporting or a leading member of a team.
- Ability to work comfortably in the field in a variety of conditions.
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines.
- Ability to work independently under general direction and function cooperatively and productively as a member of a unit.
- Must possess a valid California driver's license and a good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required.

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 **April 23rd, 2024**. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application

BY DROP BOX: <https://csuchico.app.box.com/f/45a58916d2284e0ab14db1bcf6fd1498>

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.