Position Opening

POSITION: Program Assistant I or II – AAA Program
STATUS: Part-Time / Non-Benefited / Hourly / Non-Exempt

COMPENSATION:
- Program Assistant I: $17.16 - $20.80 per hour
- Program Assistant II: $20.19 - $24.47 per hour

DEPARTMENT: Center for Healthy Communities (CHC)

LOCATION: Center for Healthy Communities (CHC), 25 Main Street, Chico CA. 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 10-county region (Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity) in Northern California.

RECRUITMENT ID: 168

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 professional programmatic staff, this Program Assistant will be responsible for a wide range of responsibilities focused on CalFresh Healthy Living (SNAP-Ed) activities. Working with community partners serving older adults and Native older adults to provide CalFresh Healthy Living activities, which includes the following:
- Provide interactive nutrition education and/or physical activity lessons in-person or virtually at Tribal and community sites serving older adults.
- Assist and/or coordinate community events, gardening activities, and classes.
- Assist and/or coordinate participant forms or programmatic documentation.
- Work collaboratively with team members and other CHC coworkers to create and deliver program activities.
- Actively foster connections with Native older adult communities to ensure their involvement and participation.
- Participate in team meetings remotely and in-person.
- Support mentorship of interns on program implementation and protocol as needed.
- Cultivate relationships with organizations serving older adults, including tribal populations and tribal health organizations to build trust and conduct information gathering forums with appropriate stake holders.
- Engage new partners to implement Native Older Adult community needs assessments to determine need, resources available, and assess interest.
- Support the implementation of CalFresh Healthy Living activities for Native Older Adults, which may include trauma informed direct education, indirect education, gardening, and support for policy system and environmental (PSE) changes while honoring traditional foods and food systems of the tribal populations.
- This position requires local day travel in the northern California counties to support program activities as needed.

EMPLOYMENT STANDARDS:
- Program Assistant I: High school diploma or GED.
• Program Assistant II: Bachelor’s degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field or a minimum of 3 years of related work experience in lieu of an advanced degree.
• Demonstrate proficiency in cultural understanding and sensitivity to effectively support and engage with Native Older Adults.
• This position requires independent local day travel through a rural, ten county region in northern California to support contract activities as needed.
• Well-versed with Microsoft Office, including Excel, and knowledge of Zoom.
• Ability to work virtually and in-person as needed.
• Able to work independently with remote support from Program Manager.
• Ability to access stable internet.

PREFERRED EMPLOYMENT STANDARDS:
• Direct experience collaborating with Native communities or organizations dedicated to serving them.
• Desire or interest working on basic needs initiatives with low-income, diverse, and underserved populations.
• Verbal and written proficiency in Spanish is desired.
• Knowledge of Canva is desired.
• Experience with or knowledge of Trauma-informed practices preferred.

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.

HOW TO APPLY:
To be considered, submit the following documents by July 10th, 2024. Documents submitted after this date may not be considered.
• Resume

BY DROP BOX: https://csuchico.app.box.com/f/4dfccd1c233841e4aa6a46b685248952
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.