

## Position Opening

**POSITION:** Program Assistant I or II - CalFresh Program Assistant

**STATUS:** Part-time / Non-benefitted / 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:** This position will be in-person at the Chico State main campus.

**TIME COMMITMENT:** Minimum 25 hours (with a maximum of 29.5 hours) per week, with typical work hours between 9am-5pm Monday through Friday.

**RECRUITMENT ID:** 176

**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 the Program Manager and Program Director, this CalFresh Program Assistant will be working with Chico State college students and will be responsible for a wide range of responsibilities focused on CalFresh (SNAP-Ed) activities, including:

- Provide quality customer service to Chico State students and departments on campus.
- Answer general CalFresh questions and actively engage students in discussions about CalFresh.
- Assist students with CalFresh applications and renewals.
- Facilitate interactive CalFresh Healthy Living nutrition education lessons using approved evidence-based curriculum.
- Stay current and knowledgeable on CalFresh policies and procedures.
- Ability to maintain confidentiality at all times when working with students.
- Provide support and written notes to elevate complicated questions/cases to the Program Manager and Director.
- Work with CalFresh team to create, organize, promote, attend, and facilitate CalFresh related outreach events and workshops which may include:
  - Preparation, set-up and clean up associated with outreach events
  - Purchasing and/or preparing food tastings
- Attend and actively contribute to team and campus meetings.
- Work collaboratively with team members and other CHC coworkers to create and deliver program activities including workshops and events centered around meeting the basic needs of Chico State students.
- Build connections and relationships with campus partners and departments to promote CalFresh Outreach and CalFresh Healthy Living activities.
- Conduct presentations about CalFresh resources and the Center for Healthy Communities (CHC) as requested to classrooms, student clubs, or groups.

**MINIMUM EMPLOYMENT STANDARDS:**

- Program Assistant I: High School Diploma

- Program Assistant II: Bachelor's degree required with minimum of three years of related work experience in lieu of an advanced degree
- Proficient in the use of software/applications including Microsoft Word and Excel; Outlook, Power Point, Google Sheets, Zoom, Teams, and Docs
- The applicant must possess strong communication skills, both written and oral.
- Motivated self-starter with the ability to work collaboratively and independently in a fast-paced environment.
- Demonstrated ability to listen thoroughly and work well in a professional setting with others to effectively engage with college students, faculty, and staff.

**PREFERRED EMPLOYMENT STANDARDS:**

- Familiarity with or lived experience with CalFresh Food program, benefits and application process.
- Experience working with students or the public in a professional setting.
- Verbal and written proficiency in Spanish is desired.
- Experience leading educational lessons or presentations to small and large groups.
- Desire or interest working on basic needs initiatives with low-income, diverse, and underserved populations.

**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.

**BENEFITS:**

- Sick day accrual (up to 5 days/year or 40 hours)

**HOW TO APPLY:**

To be considered, submit the following documents by **July 22nd**. Documents submitted after this date may not be considered.

- Resume

**BY DROP BOX:** <https://csuchico.app.box.com/f/eb1c3e03ee3f45d1b98e10195478a520>

**BY EMAIL:** [csejobs@csuchico.edu](mailto: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](mailto: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.