Position Opening

POSITION: Program Assistant I-II – CalFresh Healthy Living County Programs

STATUS: Part-time / Non-Benefitted / Non-Exempt

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

DEPARTMENT: Center for Healthy Communities

LOCATION: Center for Healthy Communities (CHC), 25 Main Street. This position will 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 4-county region (Colusa, Glenn, Tehama and Yuba) in Northern California.

RECRUITMENT ID: 187

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted program staff, this Program Assistant will be responsible for implementing general nutrition, physical activity and edible gardening program activities in the school and community settings in the following program areas:

- With support from program lead, network, establish and maintain school and community contacts.
- Provide interactive nutrition education and/or physical activity lessons in person at school and community sites.
- Assist and/or coordinate school/community events.
- Assist and/or coordinate garden-based lessons in schools and community settings.
- Assist and/or coordinate with participant forms or programmatic documentation and reporting.
- Conduct surveys and data collection at school and community sites.
- Work collaboratively with organizations and school sites in Colusa, Glenn, Tehama, and Yuba counties serving PreK-12 children and adult populations.
- Provide technical assistance around nutrition and health, as needed in accordance with grant guidelines.
- Participate in team meetings weekly.
- Other duties as requested.

MINIMUM EMPLOYMENT STANDARDS:
- Program Assistant I: High school diploma or GED required.
- 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.
- Experience and skills with Microsoft Outlook, Excel, Power Point and Zoom.
- The applicant must possess strong interpersonal, planning, writing and organizational skills.
- Ability to work independently with remote support from supervisor.
- Ability to access stable internet.
PREFERRED EMPLOYMENT STANDARDS:
- Basic understanding of the CalFresh Healthy Living Program
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and genuine team orientation.

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 **August 13th, 2024**. Documents submitted after this date may not be considered.
- Resume

**BY DROP BOX:** [https://csuchico.app.box.com/f/c1708967c8754c7b9db3d4bef74d08f4](https://csuchico.app.box.com/f/c1708967c8754c7b9db3d4bef74d08f4)
**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.