POSITION OPENING

POSITION: Program Manager, Sacramento River Forum
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 829

COMPENSATION: $34.00 – 39.00/hour. New hire rate of pay based on experience and available budget.

LOCATION: Located in Red Bluff and/or Chico, California. Required to work in person with others, both indoors and outdoors. This is a grant-funded, limited term position for the Sacramento River Forum (Forum). Work is throughout the northern Sacramento River corridor from Shasta County to northern Yolo County.

ESSENTIAL JOB FUNCTIONS: Under the direction of the Forum Executive Director, this position will be responsible for support and coordination of the Forum’s tasks on the grant-funded side channel juvenile salmon habitat restoration projects on the Sacramento River. Using existing project schedules and templates, the position will work with local, state and federal agencies, biologists, engineers and other specialists to gather data necessary to prepare environmental permit applications, and collaborate with the GIC Project Manager and partner agencies throughout implementation. The position will conduct environmental compliance monitoring, coordinate with landowners, communicate and coordinate with media, and perform other related duties as needed and assigned. Overtime may be required for work in Shasta and Tehama Counties.

Under the direction of the Forum Executive Director, this position will also assist with: the preparation of public outreach documents and written correspondence; outreach to relevant stakeholders; preparing reports and other written deliverables for a variety of audiences; conducting research; interfacing between agencies, elected officials and landowners; working with the Forum Executive Director in identifying new strategic opportunities for the organization; as well as organizing relevant advisory committees and coordinating public forums and workshops in close coordination with the GIC Project Manager. This position may provide direct supervision of other staff and interns.

EMPLOYMENT STANDARDS/ABILITIES: Bachelor’s degree, with a master’s degree preferred, or equivalent education and experience. The field of study should be related to natural resources, biology, planning or otherwise have prepared the applicant to meet the essential job functions. Required knowledge, skills, abilities and attributes include:

- Ability to navigate permit processes for environmental restoration projects from application through implementation and project closeout
- Ability to identify and resolve problems during implementation of environmental restoration projects
- Ability to communicate effectively with multiple stakeholders
- Ability to facilitate input on restoration projects from multiple stakeholders
- Ability to communicate with rural landowners about restoration projects on private land
- Proficient with all Microsoft Office products, particularly Word, Excel, and PowerPoint
- Demonstrated experience in managing work-plans, timelines, and budgets
- Demonstrated experience in preparing and delivering effective written and oral reports
- Organizational skills and the ability to prioritize tasks
- Ability to adapt in a fast paced, constantly changing work environment (and to work within deadlines)

DISCLOSURE OF CAMPUS CRIME STATISTICS

CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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 authority to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Ability to work independently under general direction and function cooperatively and productively as a member of a team
• Ability to work comfortably in the field in a variety of outdoor and sometimes inclement weather conditions and on uneven terrain, including rock-hopping, ditch crossing, lifting up to 25 lbs. and working around heavy equipment

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

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: The application review process with begin December 22, 2021. To be considered, please submit the following document(s):
• Resume
Optional Documents:
• Chico State Enterprises Application
• Cover Letter
• Three Professional References

BY BOX: https://csuchico.app.box.com/f/789c7149a3a74e0581b0451d2e79e85e
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.

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