POSITION: Program Manager (PM) I-II
Full-time / Benefitted / Hourly / Non-Exempt

RECRUITMENT ID: 859

COMPENSATION: Pay commensurate with experience and education.
PM I: $25.49-$36.31/hour
PM II: $30.03-$42.77/hour
An employee new in this classification will typically start at the base of the range.

LOCATION: Center for Healthy Communities (CHC), 25 Main Street. This position would be a combination of in 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 rural ten county region in Northern California.

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted programmatic staff, this Program Manager will be responsible for:

- Creating and sustaining collaborative relationships with diverse organizations and partners.
- Ability to be proactively responsive to partner needs.
- Program implementation that includes the support and/or oversight to plan, conduct, and evaluate program scope of work utilizing current research-based science, health education strategies and population data.
- Continual mentoring of student interns and/or paraprofessional staff to support academic and professional goals.
- Mentoring and supervision of professional staff by seeking opportunities to elevate staff level and skills by encouraging staff cohesiveness and collaboration across teams.
- Supporting basic needs initiatives with diverse populations that are low-income and underserved
- Coordinating and implementing activities in multiple counties that focus on food access, nutrition education and physical activity promotion and policy system and environmental change, and events for community organizations, county agencies in low-income or rural areas.
- Supporting the preparation and maintenance of program tracking, research and contractual documentation as required by funding agencies.
- Recognizes inefficiencies in program implementation, is proactive in communication to seek support to be responsive to program needs and can shift direction in response to funder priorities.
- Ability to take initiative improving systems and/or processes to streamline work and regularly contributes to the team and proposes recommendations and possible solutions for the work.
- May contribute to ongoing funding and development efforts for sustainability of the Center (e.g. proposal development, leveraging and/or creating partnership and program opportunities).
- Following funder guidelines, CHC and Chico State Enterprises policies and procedures, and partner requirements.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
In addition to the above general/overarching functions of the Program Manager position listed above, CHC has specific needs for this Program Manager to provide support for the grants and contracts serving older adults. Support includes planning and implementation of programmatic activities, developing culturally appropriate materials, mentoring interns and staff, traveling to partnering sites, assisting with required programmatic documentation and reports as required by funding agencies; relationship building with current and future stakeholders. The focus of these projects includes but are not limited to:

- Community Health Promotion and program implementation to low-income older adults
  - Cultivate relationships with organizations serving veterans and/or tribal populations and tribal health organizations to build trust and conduct information gathering forums with appropriate stakeholders.
  - Collaborate with California State University, Chico (CSU, Chico) campus staff, faculty, and campus organizations who have experience and expertise in the previously mentioned populations.
  - Develop linkages between local food access resources, including farmers’ markets and local veterans’ organizations, tribal leaders, tribal health, and tribal councils.
  - Implement community needs assessments to determine need, resources available and assess interest.
  - Develop a plan for implementation of CalFresh Healthy Living activities, which may include trauma informed direct education, indirect education, and support for policy system and environmental (PSE) changes while honoring traditional foods and food systems of the veteran and/or tribal populations.
  - Coordinate with CHC’s Research and Evaluation Team to conduct needs assessment and evaluate activities for impact.
  - Provide direct and/or indirect support for in person nutrition education classes in a variety of locations serving tribal populations and/or veterans.
  - Assist and/or coordinate garden-based lessons and/or garden-builds.
  - Lead and/or provide support for implementation of physical activity classes with older adults.
  - Assisting and/or coordinating community events and classes in the community.
  - Provide staff trainings to partnering sites on health-related topics.

**MINIMUM EMPLOYMENT STANDARDS:**

- Program Manager I requires Bachelor’s degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. Some professional work experience preferred but not required.
- Program Manager II requires Bachelor’s and/or advanced degree in Nutrition, Health, Social Work, Food Systems, Communications, or closely related field. A minimum of 3 years or equivalent amount of time (approximately 6 years at half-time, etc.) of professional work experience with increasing responsibility in program administration and planning.
- Level differentiation and compensation are based on years of professional work experience, level of supervision needed to carry out essential job functions, level of responsibility and complexity of tasks, and ability to work independently.
- The applicant must possess strong interpersonal, planning, writing and organizational skills.
- 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.
- 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 is not satisfactory.

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