POSITION OPENING

 POSITION: Program Assistant – CalFresh Outreach and CalFresh Healthy Living
Part-Time, 15-29 hours per week

RECRUITMENT ID: 889

COMPENSATION: Program Assistant I: $16.42-$23.38/hour (pay commensurate with experience and education)

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position will be a hybrid of in person and virtual with the most hours in-person at the Student Services Center (SSC) on the Chico State campus.

ESSENTIAL JOB FUNCTIONS:
Under the direction of programmatic staff, this Program Assistant will work with a team and will be responsible for various activities. The primary responsibility includes overall assistance with the CalFresh Healthy Living program (nutrition education), CalFresh Outreach program (food access) and community nutrition education. Duties of the position include the following:

Working with Chico State University partners and the CHC team to implement the CalFresh Outreach activities and CalFresh Healthy Living in the following areas:

• Provides CalFresh Application assistance to students via phone, text, virtual, and in person regarding eligibility criteria, screening, application, and recertification process.
  o Assists students by appointment and via walk-ins during regular office hours in SSC 190A and utilizes Google voice to text students.
  o Provides ongoing student support and technical assistance to continue and/or navigate CalFresh benefits process.

• Conduct CalFresh outreach events on campus
  o Conducts in-person CalFresh Outreach and CalFresh Healthy Living tabling events on campus which may include the following:
    ▪ CalFresh application assistance on site.
    ▪ Preparation, set-up and clean up associated with tabling events.
    ▪ Purchasing and/or preparing food tastings.

• Conducts in person and/or virtual presentations with staff, students and/or faculty on campus.
• Actively engages Chico Students in discussions about CalFresh.

• Supports mentorship of interns regarding guidance on program implementation and protocol as needed.
• Completes required tracking.
• Attends and contributes to team meetings.

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 authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
EMPLOYMENT STANDARDS:

- At least one year of part-time work experience in a professional setting in nutrition or health related field or community member/liaison OR Bachelor’s degree in Nutrition, Dietetics, Health Education, or closely related field.
- Maintains regular office hours in person at the CalFresh Outreach office on campus (SSC) and has the ability to work virtually.
- Experience with Zoom and Microsoft programs such as Word and Power Point.
- Ability to communicate with clients and colleagues via email, phone, Zoom and in person.
- Ability to learn policies and procedures as it relates to the implementation of grant activities.
- Ability to work independently with remote support from Program Manager.
- Ability to access stable internet.

The following skills are highly preferred, but not required:

- Desire or interest on basic needs initiatives with college students.
- Verbal and written proficiency in Spanish.
- Leading/teaching a lesson.
- Cooking skills.

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.
- 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: 24 hours of Sick Leave.

HOW TO APPLY:
To be considered, submit the following documents by August 15, 2022. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX:  https://csuchico.app.box.com/f/b70f3af8b510404d91e75c0ec6a6ad17d

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.

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 authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.