POSITION OPENING

POSITON: NSPDC Analyst/Outreach
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 898
COMPENSATION: $23.54 per hour
LOCATION: North State Planning and Development Collective; This position will be eligible for a limited hybrid work environment reporting to the office as needed at 35 Main Street, Chico, CA.

ESSENTIAL JOB FUNCTIONS: Under the direction of the Executive Director and in coordination with the Communications & Outreach Manager and Development team, identify, build and maintain community partnerships in an effort to effectively share information related to broadband programs and initiatives across the University’s 12-county services region. Initiatives include, but are not limited to the Affordable Connectivity Program (ACP), Digital Equity programs, Middle Mile and Broadband for All initiatives.

- Conduct email, phone, in-person and survey communication as necessary
- Share information regarding broadband funding opportunities
- Schedule broadband-related meetings as needed on behalf of the Executive Director and Development team
- Assist in organizing community webinars, ISP (Internet Service Provider) online meetings and other events as needed.
- Assist in posting news items to websites and social media as necessary
- Experience in written and oral communication and outreach to diverse audiences and disadvantaged populations.
- Key objectives of this job are to increase awareness of broadband programs and initiatives across the North State region and foster partnerships to meet community needs in CSU, Chico’s 12-county service region with stakeholders throughout the public, nonprofit and private sectors.

EMPLOYMENT STANDARDS:
- Requires bachelor’s degree. The field of study should be related to communication, community development, economic development or Broadband Studies, or otherwise have combined educational/work experience that has prepared the applicant to meet the essential job functions. Required knowledge, skills, abilities and attributes include:
  - Familiarity with outreach approaches;
  - Computer skills sufficient to use internet platforms (e.g., webinars, chat rooms) to deliver presentations, conduct meetings.
  - Ability to communicate effectively with stakeholders and identify needs to be addressed for each initiative.
  - Ability to collaborate with multiple organizations and maintain effective, coordinated programs;
- Demonstrated experience in preparing and delivering effective written and oral reports.
- Organizational skills and the ability to prioritize tasks.
- Ability to adjust to change in a fast paced, constantly changing environment (i.e., work environment, technology) and 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.

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.
• Ability to work independently under general direction and function cooperatively and productively as a member of a unit.

COMPLIANCE REQUIREMENTS:
• 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:
To be considered, submit the following documents by September 12, 2022. Documents submitted after this date will not be considered.
• Resume

BY DROP BOX: https://csuchico.app.box.com/f/f9e699ca56f044fb8898da38877d17eb
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.