

## Position Opening

**POSITION:** Program Manager I-II CFO and CalFresh Healthy Living

**STATUS:** Full-Time / Benefited / Hourly / Non-Exempt

**COMPENSATION:**

- **Program Manager I:** \$28.85 - \$41.09 per hour
- **Program Manager II:** \$32.86 - \$46.79 per hour

**DEPARTMENT:** Center for Healthy Communities

**LOCATION:** Chico State Enterprises' Center for Healthy Communities (CHC). The person in this position will be expected to work at the student services building on the Chico State campus 3-4 days per week and occasionally in the office at 25 Main Street, Chico CA with the ability to telecommute 1-2 days per week.

**RECRUITMENT ID:** 981

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** In partnership with the CHC Director of campus programs, this Program Manager will be responsible for implementing the following activities and providing support for the teams on the CalFresh Healthy Living (CFHL) and CalFresh Outreach (CFO) grants for college students on the Chico State campus. The focus of the work includes but is not limited to:

- Program implementation: Plan, execute, and evaluate program scope of work using research-based science and health education strategies.
- Staff training on CFHL and CFO topics: Provide trainings and communicate updates as needed for the team.
- Proactive communication and adaptability: Address inefficiencies and communicate proactively for responsive program implementation.
- Collaboration with diverse organizations: Build collaborative relationships with diverse partners.
- Responsiveness to partner needs: Proactively respond to partner needs and maintain strong relationships.
- Mentorship and support: Mentor student interns and paraprofessional staff to support their goals.
- Staff Supervision: Provide supervision to staff and oversight of team activities.
- CFHL activities: Implement activities which will include, nutrition education, physical activity promotion, and policy system/environmental change develop materials. Pilot test and provide feedback on new curriculum for college students.
- CFO activities: Plan, coordinate and implement outreach events to classrooms and other campus wide activities e.g. summer orientation.
- CFO eligibility: Have an understanding of student CalFresh eligibility and an understanding of the student population to be able to provide application assistance in the on-campus location.
- Social media content development: In partnership with the media team, develop engaging social media content in line with CFHL and CFO branding guidelines.
- Meeting participation: Attend team and programmatic meetings as requested.
- Logistics coordination: Coordinate and facilitate team meetings (internal and external).
- Initiative and solutions: Take initiative to improve systems, contribute recommendations, and streamline work.
- Documentation and tracking: Prepare and maintain program tracking, research, and contractual

documentation for funding agencies.

- Project reporting leadership: Lead project reporting and submit accurate and timely reports.
- Compliance with guidelines and policies: Follow funder, CHC, and partner guidelines and procedures.
- Funding and development efforts: Contribute ideas for funding, development, and partnership opportunities for sustainability and/or expansion.
- Other duties as requested.

#### **MINIMUM EMPLOYMENT STANDARDS:**

- Program Manager I requires a 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 a 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.
- Experience and skills with Microsoft Outlook, Excel, Power Point and Zoom.
- Ability to communicate and facilitate meetings with clients and colleagues via email, phone, Zoom and in person.
- The applicant must possess strong interpersonal, planning, writing and organizational skills.
- Ability to work independently with remote support from the supervisor and the program team.
- Ability to access stable internet.

#### **PREFERRED EMPLOYMENT STANDARDS:**

- Awareness of CFHL and CFO programs
- Familiarity with Chico State culture and programs
- Understanding of Basic Needs as it relates to college students.
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and genuine team orientation.

#### **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 **June 5, 2023**. Documents submitted after this date may not be considered.

- Resume

#### **BY DROP BOX:**

<https://csuchico.app.box.com/f/5974597e5a6144a58689ab09507c80b8>

**BY EMAIL:** [csejobs@csuchico.edu](mailto: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](mailto: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.