Position Opening

POSITION:  Program Specialist I or II – Nutrition and Consulting Services RD/RDN

STATUS:  Part-time / Non-Benefitted / Non-Exempt - 10 hours per week through December 2023 with potential to extend employment.

COMPENSATION:
- Program Specialist I:  $32.61 - $46.45 per hour
- Program Specialist II:  $39.27 - $55.93 per hour

DEPARTMENT:  Center for Healthy Communities

LOCATION:  Chico State Enterprises’ Center for Healthy Communities (CHC). The person in this position will have the ability to telecommute most days of the week, with 2-4 days per month providing in-person services in Chico and surrounding areas.

RECRUITMENT ID:  995

RESIDENCY:  Candidate must be a California resident and local to the Chico, CA area. 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 Nutrition and Consulting Services, this Program Specialist will be responsible for implementing the following activities:
- Provide in person nutrition counseling and Medical Nutrition Therapy to pediatric patients and their families 2 days/month.
- Develop and implement in person 4-5 nutrition and foodservice trainings to Head Start teachers and foodservice staff.
- Complete Head Start nutrition referrals, nutrition plans and diet orders (remote).
- Review and approve quarterly Senior Nutrition menus for 4 counties (remote).
- Proactive communication for responsive program implementation.
- Mentor Dietetic Interns to support their goals and meet rotation competencies.
- Other duties as requested.

EMPLOYMENT STANDARDS:
- Program Specialist I requires a Bachelor’s degree and RD/RDN credential. A minimum of 5 years or equivalent amount of time professional specialized work experience.
- Program Specialist II requires a Bachelor’s and Master’s degree and RD/RDN credential. A minimum of 8 years or equivalent amount of time professional specialized 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.
- Ability to access stable internet.

PREFERRED EMPLOYMENT STANDARDS:
- Experience providing counseling to pediatric patients and families.
- Familiarity with the Child and Adult Care Food Program (CACFP) and Title IIIC nutrition requirements.
• A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and
genuine team orientation.

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.

BENEFITS:
• 24 hours of Sick Leave per year.

HOW TO APPLY:
To be considered, submit the following documents by July 10, 2023. Documents submitted after this
date may not be considered.
• Resume

BY DROP BOX:
https://csuchico.app.box.com/f/f8d75f6bbcb042b1aea8be12bc3f90cc

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.

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.