POSITION OPENING

POSITION: Program Assistant
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 742

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC) – Remote locations in Modoc and Lassen Counties

COMPENSATION:
- Program Assistant I: $14-18.90/hour (pay commensurate with experience and education)
- Program Assistant II: $15.75-21.26/hour (pay commensurate with experience and education)

ESSENTIAL JOB FUNCTIONS: This Program Assistant will be responsible for implementing general nutrition and physical activity program activities focusing on the older adult population in the following program areas:
- Providing interactive nutrition education and/or physical activity lessons virtually in partnership with senior nutrition sites and community settings;
- Assisting and/or coordinating community events and classes;
- Assisting and/or coordinating with participant forms or programmatic documentation;
- Work collaboratively with organizations serving the older adult population in northern California;
- Provide technical assistance around nutrition and health to older adult community organizations, as needed and in accordance of grant guidelines;
- Actively engage with older adult communities;
- Participate in CHC team meetings remotely;
- This position requires local day travel (more limited during pandemic) in the surrounding north state counties, mostly in Lassen and Modoc counties to support contract activities as needed.

MINIMUM EMPLOYMENT STANDARDS:
- Prior work experience in nutrition or health related field or community member/liaison OR Bachelor’s Degree in Nutrition, Dietetics, Health Education or closely related field.

PREFERRED EMPLOYMENT STANDARDS:
- Desire or interest working on basic needs initiatives with low-income, diverse and underserved older populations
- Able to work independently with remote support from Program Manager
- Ability to access a stable internet connection
- Ability to work virtually

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Chico State Enterprises application
- Cover letter
- Resume

APPLICATION DEADLINE: Application deadline is October 21, 2020. Open until filled.

Applications can be submitted:

BY EMAIL:
csejobs@csuchico.edu

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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
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.