POSITION OPENING

CHICO STATE ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Program Assistant(s)
Part-Time / Non-Benefited

RECRUITMENT ID: 672

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC) is located at 25 Main Street, Suites 101 and 201. CHC is an umbrella organization for a number of grant-funded programs that serve high-risk residents in northern California. CHC develops and implements nutrition education, food security and physical activity programs and policy development addressing the needs of diverse populations. CHC provides the infrastructure and coordination of shared resources for interdisciplinary student-faculty research, leadership development, and civic engagement/service learning experiences for University students. CHC values and supports sustainable food systems, livable communities with access to healthy foods and physically active lifestyles in local, regional and global communities.

COMPENSATION:

- Program Assistant I $14.00 - $18.90/hour (pay commensurate with experience and education)
- Program Assistant II $15.75 - $21.26/hour (pay commensurate with experience and education)
- Program Assistant III $17.72 - $23.92/hour (pay commensurate with experience and education)

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted administrative and programmatic staff, this Program Assistant will be responsible for various activities. Currently, CHC is looking for Program Assistants who will contribute to the organization in one and/or several of the focus areas* listed below to support various contracts under the Center. The position(s) could include the following:

*Application Assistance for the CalFresh Outreach Program which includes but is not limited to:
- Assisting with program training and implementation for the CalFresh Outreach contract;
- Supporting CHC staff and interns with CalFresh eligibility criteria, screening, application and recertification processes;
- Working with University and community partners on CFO activities;
- Providing presentations as needed on the CalFresh program to a variety of partners;
- Providing mid-level leadership and supporting mentorship of interns/student staff;
- This position requires local day travel and possible overnight travel to support contract activities as needed.

*General Program Implementation work related to nutrition and physical activity for the Yuba LHD grant which includes but is not limited to:
- Assist with implementing curriculum based cooking demonstrations;
- Provide general support for program implementation including programmatic evaluation and reporting, material development, and/or outreach;
- Assist with and/or the coordination of materials and logistics for meetings and scheduling outreach activities;
- Assist with other contract activities as needed;
- This position requires local day travel in the surrounding north state counties to support contract activities as needed, the primary focus is Yuba County.

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.
• Bilingual, Spanish speaker is preferred

EMPLOYMENT STANDARDS:
• Program Assistant I requires a minimum of 135 hour CHC internship or prior work experience in a related field. We will accept applications from interns whose hours are in progress and expected to be completed by August 2019
• Program Assistant II requires a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field
• Program Assistant III required a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field AND a Master’s Degree in Nutrition, Public Health, or closely related field OR Registered Dietitian
Previous experience must demonstrate the ability to perform the functions described above as well as skills to communicate verbally and in writing with clarity and proficiency; mentor student staff; be flexible in response to ideas and points of view; and set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner. The candidate must possess strong interpersonal, planning and organizational skills and have the ability to establish and maintain cooperative relationships with partners. The successful candidate must also be able to illustrate experience working with low-income communities.

In addition, the candidate must possess a valid California Driver’s License, good driving record, and preferably a vehicle. Fingerprinting and participation in the DMV Employer Pull Notice Program (driving record) will be required upon hire.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit:
• Chico State Enterprises application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Application deadline is August 22, 2019. Applications received after this date will not be accepted for any reason. It is the applicant’s responsibility to allow adequate mail and delivery time.

Applications can be submitted:

BY MAIL:  Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON:  Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:  rfhrjobs@csuchico.edu

BY FAX:  (530) 898-3391

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.

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