POSITION: Program Assistant I, II, or III
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 651

LOCATION: Center for Healthy Communities (CHC)

COMPENSATION: Pay will be commensurate with experience and education
- Program Assistant I $14.00 - $18.90/hour
- Program Assistant II $15.75 - $21.26/hour
- Program Assistant III $17.72 - $23.92/hour

ESSENTIAL JOB FUNCTIONS: Under the direction of administrative and programmatic staff, this Program Assistant will be responsible for various activities. CHC is looking for Program Assistants who will contribute to the organization in several of the focus areas listed below to support various contracts under the Center. Duties of 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 CalFresh Outreach 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 policy, systems, and environmental change work related to nutrition and physical activity for the CDC SPAN grant which includes, but is not limited to:
- Assisting with implementing food service guidelines;
- Implementing and integrating nutrition and physical activity standards into early care and education (ECE) systems;
- Assisting with establishing new or improved pedestrian, bicycle, and transit transportation systems;
- Assisting 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 Colusa and Glenn counties;
- Bilingual (Spanish) skills preferred.

EMPLOYMENT STANDARDS: 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 issues 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 CA driver’s license, provide proof of automobile liability insurance, and participate in the DMV Employer Pull Notice Program (driving record) during employment. Must also be able to successfully clear a fingerprinting background check (Live Scan) prior to employment.

Program Assistant classification will be determined based on the following qualifications:
- 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 May 15, 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

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

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.
APPLICATION DEADLINE: Application deadline is 5:00 p.m. on May 3, 2019. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation 25 Main Street, Suite 206 Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation 25 Main Street, 2nd Floor suite 206 Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.