

California State University, Fresno Foundation

PROGRAM COORDINATOR ANALYST – FRESNO K16 COLLABORATIVE

JOB ANNOUNCEMENT #21-272

POSITION & SUMMARY:	<p>Full-time, benefited position for the Fresno K16 Collaborative (Collaborative) through the California State University, Fresno Foundation. The Collaborative is grant funded with annual funding through June 2022 and is anticipated to be awarded additional funding through June 2026. The Collaborative is a bold K-16 intersegmental collaboration that leverages existing infrastructure in the region. With equity and inclusion at its core, the Collaborative’s focus is on increasing higher education degree attainment in regional labor market information (LMI) supported occupations, improving degree completion and supporting residents in earning employment in higher-wage, higher-skill jobs.</p> <p>Reporting to the Executive Director of the Fresno K16 Collaborative (Collaborative), the Program Coordinator Analyst provides overall program support to the Collaborative; and provides managing, tracking and analyzing of program deliverables and outcomes. Day-to-day work is performed with a moderate to high degree of autonomy and direction.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Assisting in the planning, organizing and implementation of the four Pilot Pathways and Working Groups. • Assisting with creating partnerships and maintaining relationships with Collaborative partners, key pathway leaders, influencers and external stakeholders. • Creating a mission-based crosswalk of education-based Fresno community based organizations (CBO) to identify areas to leverage Collaborative work. • Supporting the Collaborative and Pilot Pathway Working Groups in the development of program/project management documentation, budgeting, writing and completing reports, work plans, and performance metrics. • Assisting in the preparation of milestone action plans and schedules for various phases of program accomplishment, both short and long-range. • Assisting with internal and external grant contract oversight. • Analyzing and reporting on milestone progress using outcome data and facts. • Assisting with the creation of and contribution to a milestone tracking system. • Making program recommendations for optimization. • Contributing to the development of overall strategic guidance for the Collaborative based on insights gained from research and input. • Creating presentations and collateral materials for program awareness and stakeholder engagement, as necessary. • Organizing stakeholder and outreach events, virtual and/or in-person, as necessary. • Working independently and/or within a team on special/nonrecurring and/or ongoing projects. • Performing other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree in Education, Public Administration, Education Policy, Communications, Public Relations, Communications, Business or related • Three (3) or more years related experience in K-12 or post-secondary level education in a project/program management, public relations, &/or business analyst or related position • Must have high level of management and organizational skills; and ability to prioritize multiple priorities to meet competing deadlines • Demonstrated experience in community outreach and relationship building.

	<ul style="list-style-type: none"> • With demonstrated poise, tact and diplomacy, must possess excellent communication skills and be able to work with diverse, ethnic, cultural and socio-economic populations, including the Executive Steering Committee, community based-organizations, external partners and stakeholders. • Exceptional written and verbal communication, including demonstrated public speaking and presentation skills. • Must have working understanding of budgets • Must have knowledge of, or ability to work with, grants • Must have knowledge of a variety of computer software and online applications in word processing, spreadsheets, database and presentation software including, Microsoft Word, Excel, PowerPoint, Publisher, Adobe Acrobat DC Pro, Excel, Eventbrite, Doodle, Survey Monkey, Google forms and docs, and Microsoft Access; use of WordPress, Constant Contact, PageMaker, and Illustrator are desirable. • Must be a strategic, analytical and creative thinker with a bias for action and strong leadership skills • Must be collaborative and have the ability and the willingness to be an integral part of a team: an active participant, contributor, and someone who complements the existing team. • Familiarity and experience in working on K-16 issues in the Central Valley is desirable. • Established professional relationships with K-16 regional stakeholders is desirable. • Familiarity with both State and CSU Auxiliary policies and procedures is desirable • Familiarity of issue advocacy &/or program marketing is desirable.
COMPENSATION:	\$5,350.00 - \$5,833.33 per month. Salary will be commensurate with experience and qualifications. Benefits include medical, dental, vision and life insurance, vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins December 23, 2021. Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.