

# California State University, Fresno Foundation

## PROJECT COORDINATOR – OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT JOB ANNOUNCEMENT #22-327

<p><b>POSITION SUMMARY:</b></p>	<p><b>Full-time, benefited position with the Office of Community and Economic Development (OCED) through the California State University, Fresno Foundation.</b> OCED is a community engaged unit of California State University, Fresno dedicated to finding solutions to major issues impacting the San Joaquin Valley. The mission of the office is to improve the region’s competitiveness in the knowledge-based economy and assist in the implementation of programs to improve the economic condition, quality of life, and social well-being of residents throughout the San Joaquin Valley. OCED provides executive staffing and coordination for regional collaborations, such as but not limited to: California Partnership for the San Joaquin Valley (CPSJV), San Joaquin Valley Rural Development Center (SJVRC), San Joaquin Valley Housing Collaborative, Community and Regional Planning Center (CRPC), San Joaquin Valley Broadband Consortium (SJVBC), Fresno State Small Business University (FS SBU), Women’s Entrepreneur Center (WEC), Veteran’s Entrepreneur Center (VEC) and Valley Business Connect (VBC).</p> <p>Under the direction of the Executive Director, the Project Coordinator will be responsible for providing support in planning, developing and implementing projects, including those funded by sponsored projects, for OCED and its collaboratives, with particular focus on the CPSJV, SJVRC, SJVRC, CRPC and other related projects. The Project Coordinator will assist the Executive Director, as well as Managers and/or Directors, in working collaboratively with a wide range of project partners to promote the engagement of diverse stakeholders in regional efforts, particularly those in rural and disadvantaged communities. The Project Coordinator may be asked to coordinate more than one collaborative/project on behalf of OCED simultaneously.</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the general supervision of the Executive Director, the incumbent will be responsible for the following operations. Typical duties will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assist Executive Director, as well as Managers and/or Directors, in administering OCED collaboratives/projects.</li> <li>• Assume responsibility for coordinating at least one (1) OCED collaborative/project.</li> <li>• Assist Executive Director, as well as Managers and/or Directors, with funding opportunity identification, partnership building, application preparation and submission.</li> <li>• Assist Executive Director, as well as Managers and/or Directors, with reporting requirements for OCED collaboratives/projects, including fiscal management and reporting for any sponsored project funding.</li> <li>• Assist Executive Director, as well as Managers and/or Directors, in coordinating and maintaining cooperative stakeholder relationships throughout the region as necessary to ensure effective implementation of OCED collaboratives/projects.</li> <li>• Assist Executive Director, as well as Managers and/or Directors, with outreach efforts to the region’s rural and disadvantaged communities to ensure diverse participation in OCED collaboratives/projects.</li> <li>• Assist with coordination and logistics of OCED related events, including annual summits and major regional events.</li> <li>• Contribute to the total effectiveness of OCED, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.</li> <li>• Make recommendations and suggestions to improve efficiency and effectiveness of OCED collaboratives/projects to reduce costs, increase productivity and enhance quality.</li> <li>• Other related duties as assigned.</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p>	<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 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"> <li>• Associate's degree (A.A.) or equivalent from a two (2) year college or technical school. <ul style="list-style-type: none"> <li>○ Bachelor's degree in Business, Political Science, Public Policy, Public Administration or other related field preferred.</li> </ul> </li> <li>• A minimum two (2) years of professional experience in a related field.</li> <li>• A valid driver's license, reliable vehicle and current insurance is required as driving may be a requirement of the position.</li> </ul>
<b>COMPENSATION:</b>	<b>\$4,166.67 per month.</b> Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins on July 5, 2022; Open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> 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 Avenue  Fresno, CA 93710                      Fax: (559) 278-0988</p> <p>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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