

California State University, Fresno Foundation

PROGRAM COORDINATOR – INSTITUTE FOR FOOD AND AGRICULTURE

JOB ANNOUNCEMENT #24-624

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position through the California State University, Fresno Foundation in alignment with the Institute for Food and Agriculture, the Pacific Coast Coalition - Dairy Business Innovation Initiative, the Center for the Optimization of Poultry, and the ACRS21 program. Under the direction of the Director(s) of the Institute for Food and Agriculture this position is responsible for assisting in implementing plans and goals, working with the director(s), other personnel and external collaborators to coordinate project deliverables. The incumbent works in close collaboration with Director(s), Pacific Coast Coalition - Dairy Business Innovation Initiative, Center for Optimization of Poultry, ACRS21, and other large initiatives occurring within the umbrella of the Institute of Food and Agriculture. Subject to consultation with the Director(s), the incumbent will work independently on a broader range of projects involving the execution of project deliverables. The work at this level is more complex, broader in scope, and has a significant impact on the success of the projects or programs as well as the Institutes/Coalition. The incumbent must have a thorough knowledge of each entity, be able to work fairly autonomously, and exercise sound judgment and discretion in the completion of assignments and projects. The work involves daily contact with project/program managers, students, and other key constituencies including but not limited to partners and project stakeholders. This position is initially funded for two years through September 2026. Annual re-appointment is conditional on performance and the continued availability of budget resources.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>The responsibilities of this position include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist the Director(s) with project implementation • Tracking Budgets and Milestones <ul style="list-style-type: none"> ○ Utilize project management skills for all grants related to these entities to track projected versus actual milestones and budgets ○ Participate in grant management planning to maximize resources and achieve deliverables ○ Support grant/project reporting and evaluation requirements • Certificate and Intern Programs <ul style="list-style-type: none"> ○ Support and help maintain the eMarket, sales, sponsorships, and refunds ○ Track certificate earners, participant numbers and relevant demographics ○ Develop, monitor, and summarize reporting and feedback systems including student and industry participant feedback • Dairy Business Professional Service Agreements <ul style="list-style-type: none"> ○ Receive applications from dairy businesses via google forms or other software package and prepare packets of applications for reviewers ○ Summarize reviewer rankings and feedback ○ Work with dairy businesses and Fresno State Foundation staff to issue official welcome packets to recommended dairy business winners (welcome letter, W9, reimbursement forms, budget revision, disposition form, etc.). ○ Forward agreements signed by dairy businesses to Program, College and Foundation for final approval/signatures. Notify dairy businesses they are cleared to start spending. ○ Facilitate all reimbursement and budget modification request paperwork with dairy businesses (and the occasional no cost extension) and ensure that everything possible is done to facilitate reimbursements in less than the USDA mandated 30 days. Verify readiness of dairy business applicants to receive reimbursement(s) via ensuring appropriate and accurate requests, documentation, and proof of operating status (for equipment). Utilize financial management systems and related records sufficiently detailed to prepare reports, trace funds, and demonstrate that fund management complies with Federal statutes, Foundation policies, federal Uniform Guidance/Office of Management and Budget (OMB) regulations, and general and other program-specific terms and conditions. ○ Notify Foundation of readiness of each dairy business applicant to be reimbursed (timing, dollar amount) for their expenditure(s) and provide access to supporting documentation.

	<ul style="list-style-type: none"> ○ Track spending of dairy business grant awardees against budget. Send periodic reminders to spend. ○ Serve as the single point of contact for both applicant/awardees while simultaneously keeping PCC Director(s) in the loop. ○ Collect and synthesize mid-term and final reports/surveys from each dairy business award recipient. ○ Participate in bi-weekly meetings with PCC Director(s) specific to the dairy business awards. ○ Maintain accurate, sortable spreadsheet or database with all dairy business contacts and related demographic information, social media accounts, and website. <ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ○ Assist JCAST staff with the planning, coordinating and promoting of PCC-DBII events independently and, as needed, in conjunction with partnering collaborators ○ Assist on-site for hosting of events ○ Handle payment of related bills for supplies, space, stipends, travel, etc. ● Fiscal administration/management in collaboration with IFA Administrative Support Coordinator <ul style="list-style-type: none"> ○ Ensure that IFA/program bills, staff, and students/student interns are paid appropriately and promptly for their time, supplies, etc. ○ Coordinate reimbursements to grant partners for travel and professional development ● 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required:</p> <ul style="list-style-type: none"> ● Bachelor’s degree ● At least three years of relevant experience for grant fiscal management ● Good communication skills ● Full functionality with Google Suite, and Microsoft Office Suite ● Excellent organization skills ● Ability to appropriately handle sensitive and confidential information ● Aptitude in problem-solving ● Ability to maintain professional and collaborate working relationships with a diverse population of colleagues, administrators, faculty, staff, students, community, and the ag industry ● Language fluency in English <p>Preferred:</p> <ul style="list-style-type: none"> ● Project management ● Experience working with state and government agencies, universities, private sectors, and non-profit organizations – domestic and international
SALARY/BENEFITS:	\$5,546.67 - \$6,666.67 per month (\$66,560 - \$80,000 annual). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>July 5, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</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.

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