

# California State University, Fresno Foundation

## PROJECT ASSISTANT FOR UNDERSERVED AND VETERAN FARMERS – PLANT SCIENCE DEPARTMENT AND JORDAN COLLEGE OF AGRICULTURAL SCIENCES AND TECHNOLOGY (JCAST)

JOB ANNOUNCEMENT #24-628

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| <b>POSITION SUMMARY:</b>        | <p><b>Full-time, benefited position with the Plant Science Department and Jordan College of Agricultural Sciences and Technology (JCAST) under the California State University, Fresno Foundation.</b> Under the general supervision of Project Director and Project Coordinator, the Project Assistant will assist with outreach and education efforts and provide technical assistance to enhance awareness and access to USDA grants and programs aimed to help socially disadvantaged and veteran farmers and ranchers in 31 counties of California. This role will offer direct support to farmers and ranchers, develop, and evaluate educational materials, and deliver presentations to increase participation in various USDA initiatives and improve farm management practices and business profitability and sustainability. The incumbent will also conduct needs assessments, participate in strategic planning, and collaborate with local coalitions to ensure the success and sustainability of outreach and extension efforts.</p>   |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <p><u>Technical Assistance and Extension Support (40%):</u></p> <ul style="list-style-type: none"> <li>• Provide direct one-on-one technical assistance to underserved and veteran farmers and ranchers to increase awareness and access to USDA grants and programs.</li> <li>• Conduct farm visits and individual and group meetings to offer personalized guidance and support.</li> <li>• Assist farmers with USDA grant applications, compliance requirements, and reporting.</li> <li>• Develop and maintain a strong understanding of USDA programs and resources to serve as a knowledgeable resource for farmers.</li> </ul> <p><u>Outreach and Education (30%):</u></p> <ul style="list-style-type: none"> <li>• Assist with the development, design, and deliverance of educational materials and presentations tailored to the needs of underserved and veteran farmers.</li> <li>• Assist with planning and conducting workshops, meetings, and training sessions to disseminate information about USDA grants and best practices for application and implementation.</li> <li>• Utilize various communication channels, including social media, newsletters, blogs, and networking events, to reach a broad audience of farmers.</li> <li>• Collaborate with local coalitions and partner organizations such as UCCE, farm bureau, and farmer groups to amplify outreach efforts and extend the reach of educational initiatives.</li> </ul> <p><u>Program Evaluation and Strategic Planning (20%):</u></p> <ul style="list-style-type: none"> <li>• Participate in the evaluation of outreach programs to assess effectiveness and identify areas for improvement.</li> <li>• Collect and analyze feedback from workshop participants and individual farm visits.</li> <li>• Assist in long term planning to enhance outreach, extension, and training methods.</li> <li>• Assist with developing and implementing evaluation methods to measure the impact of educational efforts and the adoption of new agricultural practices.</li> </ul> <p><u>Research Support and Data Management (10%):</u></p> <ul style="list-style-type: none"> <li>• Assist the direct supervisor with research activities, data management, and report compilation.</li> <li>• Participate in data collection for field research trials and document application and implementation assistance.</li> <li>• Manage databases and records, track activities, and maintain accurate documentation of farmer contacts and expenses.</li> <li>• Prepare reports, summaries, and case studies to demonstrate program reach and impacts.</li> </ul> <p>Other duties as assigned.</p> |

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| <b>QUALIFICATIONS &amp; EXPERIENCE:</b> | <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>• Bachelor’s degree in Agriculture, Education, Extension, or a related field (or advanced enrollment status in a related ag program).</li> <li>• Experience working with underserved or veteran farmers and knowledge of their unique challenges.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to develop and deliver educational materials and presentations.</li> <li>• Willingness to learn about program evaluation and data management.</li> <li>• Able to travel within the state for farm visits and outreach activities.</li> <li>• Proficiency in English required, bi or multilingual in Spanish and South Asian languages preferred.</li> </ul> |
| <b>SALARY/BENEFITS:</b>                 | <b>\$3,520.00 per month.</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.  |
| <b>DEADLINE:</b>                        | <b>Application review begins <u>July 22, 2024</u>.</b> Position will remain open until filled.  |
| <b>TO APPLY:</b>                        | <p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume 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.*

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