

# California State University, Fresno Foundation

## STAKEHOLDER ENGAGEMENT COORDINATOR – JORDAN COLLEGE OF AGRICULTURAL SCIENCES AND TECHNOLOGY

JOB ANNOUNCEMENT #24-597

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Jordan College of Agricultural Sciences and Technology through the California State University, Fresno Foundation.</b> The Jordan College of Agricultural Sciences and Technology (JCAST) is dedicated to advancing instruction, research, and outreach endeavors aimed at enhancing the quality of life in the Central Valley, the state, and the world. Jordan College has joined forces with the University of California, Division of Agriculture and Natural Resources to steward the grant-funded Southwest USDA Food Business Center. The position of Stakeholder Engagement Coordinator is essential to the success of this program since the individual will be entrusted with the crucial role of orchestrating state-level coordination, nurturing community alliances, and ensuring the seamless fiscal management of the program.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Project Director, the Southwest USDA Food Business Center Stakeholder Engagement Coordinator will be responsible for the following duties, but not limited to:</p> <ul style="list-style-type: none"> <li>• Participating in state-level meetings for the coordination of technical assistance, resource and knowledge sharing.</li> <li>• Supervise and provide lead work direction to the Administrative Assistant including recruiting, training, onboarding, and performance management as necessary</li> <li>• Assisting in the development of a stakeholder network that will benefit the program and fulfill project deliverables.</li> <li>• Travelling to selected state and regional locations to provide outreach and dissemination of program outcomes.</li> <li>• Preparing mandated reports and create presentations to highlight project outcomes and impacts.</li> <li>• Monitoring program budgets, track expenses, and ensure programs resources are allocated based on project objectives.</li> <li>• Collaborating with internal project personnel and external partners to design, implement, and evaluate program activities, ensuring alignment with established objectives and budgetary guidelines.</li> <li>• Coordinating the delivery of technical assistance to the all stakeholders of the project.</li> <li>• Other duties as assigned</li> </ul>
<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> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a discipline related to agriculture, food, technology, or business; or one to two years in grant management.</li> <li>• Strong organizational and networking skills</li> <li>• Strong, professional written and verbal communication skills</li> <li>• Familiarity with common word processing and spreadsheet programs</li> <li>• Ability to maintain effective working relationships with the general public from diverse ethnic, cultural, and socio-economic backgrounds</li> <li>• Ability to work in a fast-paced environment with frequent interruptions while prioritizing multiple assignments and be responsive to short-notice requests and deadlines</li> <li>• General understanding of personnel rules and confidentiality</li> <li>• Must possess a valid driver’s license in good standing, reliable vehicle, and valid insurance as travel is required within the State of California.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Master's degree or equivalent; or four to ten years in grant management post bachelor’s degree.</li> <li>• Experience writing grant proposals</li> </ul>

<b>SALARY/BENEFITS:</b>	<b>\$5,546.67 - \$5,833.33 per month (\$66,560 - \$70,000 annual).</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
<b>DEADLINE:</b>	Application review begins <b>April 30, 2024</b> . Position will remain open until filled.
<b>TO APPLY:</b>	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.  E-mail completed application & resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

**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/admserv/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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