

# California State University, Fresno Foundation

## PROGRAM ASSISTANT – SAN JOAQUIN VALLEY PUBLIC HEALTH CONSORTIUM

JOB ANNOUNCEMENT #22-287

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| <b>POSITION SUMMARY:</b>        | <p><b>Part-time position (based on available grant funding) with the San Joaquin Valley Public Health Consortium through the California State University, Fresno Foundation.</b> The San Joaquin Valley Public Health Consortium (Consortium) is a membership organization composed of eleven Public Health Departments – Calaveras, Fresno, Kings, Madera, Mariposa, Merced, San Benito, San Joaquin, Stanislaus, Tulare and Tuolumne Counties. The Consortium provides leadership for a regional health agenda that addresses the social determinants of health in the San Joaquin Valley and adjoining mountain communities with an aim to achieve health equity for all residents. In partnership with Central California Center for Health and Human Services at California State University, Fresno, the Consortium engages in strategic planning, training, action-oriented policy development and research to improve the quality and responsiveness of public health programs in the Central California region. This position is a part-time non-benefited (based on available funding) Foundation non-exempt position.</p> <p>Under the direction of the Director, the Program Assistant will be responsible for providing support in planning, developing and implementing grant funded projects for the Consortium. Additionally, the Program Assistant will help with grant reporting and tracking grant timelines and deliverables. This position contributes to the achievement of the Consortium’s goals and objectives, and the enhancement of its profile. The Program Assistant will coordinate at the administrative level with the Consortium’s other functions and show a demonstrated commitment to excellence in the service provided to our stakeholders.</p> |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <p>Under the supervision of the 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"> <li>• Assist with grant deliverables and objectives in accordance with funding agent expectations and guidelines.</li> <li>• Assist Director with grant reporting.</li> <li>• Maintain responsive communication with stakeholders and partners.</li> <li>• Provide support for the Consortium’s various initiatives and activities in the areas of collaboration, facilitation, communication, program development, and administration.</li> <li>• Provide support to the Consortium’s meeting logistics including meeting agendas, invites and RSVP’s, handouts, minutes, arranging for speakers, facility set up, action item list and progress report and plans to address needs.</li> <li>• Attend assigned meetings to provide support and facilitate collaboration.</li> <li>• Contribute to the total effectiveness of the Consortium, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.</li> <li>• Makes recommendations and suggestions to improve efficiency and to reduce costs.</li> <li>• Other duties as assigned.</li> </ul>   |
| <b>POSITION REQUIREMENTS:</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>• High school diploma or equivalent required. .             <ul style="list-style-type: none"> <li>○ Bachelor’s degree in Communications, Business, Marketing, Public Policy, Public Health, or closely related field preferred.</li> </ul> </li> <li>• Two (2) years related experience.</li> <li>• Professional experience in a related field may be substituted on a year for year basis.</li> <li>• Experience or knowledge of policy or process pertaining to Higher Education, Public Health, or local government preferred but not required.</li> <li>• Ability to adapt quickly to changing priorities.</li> </ul>   |

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|                      | <ul style="list-style-type: none"> <li>• Establish and maintain professional and collaborative relationships with a diverse population of colleagues, faculty, staff, students, research partners, Consortium stakeholders and the community.</li> <li>• Flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities.</li> <li>• A valid driver's license, reliable vehicle and current insurance is required.</li> <li>• Familiarity with the suite of Google apps, including Calendar, Forms, Gmail, and Drive.</li> <li>• Familiarity with Zoom and other video hosting platforms.</li> </ul> |
| <b>COMPENSATION:</b> | <b>\$18.00 per hour.</b>   |
| <b>DEADLINE:</b>     | <b>Application review begins March 2, 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<br/> Auxiliary Human Resources<br/> 2771 E. Shaw Ave. (there is no suite number)<br/> Fresno, CA 93710 Fax: (559) 278-0988</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.*

**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