Grant Manager
Academic Coordinator II
(75% FTE)
North Coast Emergency Food Systems
Del Norte, Humboldt, Mendocino, Sonoma, Marin and Napa Counties

Position Overview

Location Headquarters: UCCE Del Norte, Humboldt, Sonoma, Marin or Napa County

The University of California, Agriculture and Natural Resources (UC ANR) offers a unique recruitment opportunity for a Grant Manager, Academic Coordinator II. UC ANR operates a statewide network of researchers, educators and support staff dedicated to the development and application of knowledge to address local agricultural, environmental and community health issues. Research, outreach and education from locally based Cooperative Extension offices serves all 58 counties from 70+ locations throughout the state. Our mission is to bring the University of California directly to Californians through research, extension and education programs that support:

- Sustainable, safe, and nutritious food production and delivery
- Economic success in a global economy
- A sustainable, healthy, and productive environment
- Science literacy and youth development

By working and living among those we serve, UC ANR expands the University of California’s reach to engage all people and communities in California, ensuring equal access to the UC system.

Purpose:

The purpose of this project is to bring together a diverse set of partners including food producers, food policy councils, community-based organizations, local and tribal governments, cooperative extension, and emergency planners to build upon shared experiences from responding to natural disasters and the pandemic. The project objectives are to: (1) create additional market opportunities for local producers within emergency food supply chains; (2) build collective capacity to improve emergency food systems by creating a strong network of partners, developing emergency feeding plans, and inventorying local emergency food supply chain infrastructure; and (3) identify recommendations to address barriers to establishing effective local and regional emergency food supply chains. Results from this project will 1) increase economic opportunities for local food producers; 2) increase access to local foods for food insecure communities; 3) improve governmental, non-profit, and community level emergency food response efforts.

Major Duties and Responsibilities:

The Academic Coordinator (.75 FTE) will serve as the project manager to support coordination, fiscal oversight, communications, and collaboration with UC ANR colleagues and participating partner organizations and
Grant Manager, Academic Coordinator II

time of agencies. The incumbent will help ensure that grant work, activities and events are inclusive of diverse audiences, produce equitable impacts for the communities in the North Coast region, and demonstrate partnerships and inclusion across the region.

**Grant and Project Management**
- Support the grant Principal Investigators (PIs) and core team in leadership of the overall project.
- Understand and uniformly apply UC ANR, USDA, and county policies as required to implement all grant project activities.
- Work with PIs to monitor project progress, set deadlines, and help measure and evaluate project outcomes and impacts.
- Maintain documentation of grant activities including agendas, minutes, reports, and other documents.
- Assist in the development of grant reports and other related grant communication documents.
- Assist in data collection and evaluation of grant activities.
- Assist in the development of project material for presentations and meetings such as slides and summary documents.
- Plan and convene in-person virtual network partner meetings and meetings with elected officials.
- Assist in event logistics such as establish site contracts, facility use agreements, insurance, invoicing, catering, and event registration.

**Fiscal Oversight**
- Assist PIs with fiscal management of sub-awards and contracts.
- Assist in the oversight and management of project budgets, accounts, and tracking of invoices.
- Work with the PIs, sub-awardees, and UC ANR Business Operations staff as needed to maintain account balances and ensure that funds are spent appropriately and according to the UC ANR and USDA terms and conditions.

**Scholarly Contributions**
- Provide professional accomplishment and scholarly contributions to the project including thought leadership and intellectual contributions to project development, evaluation design, data analysis, scholarly presentations, posters, and/or publications.

**Counties of Responsibility:** This position will be headquartered in one of five counties (Del Norte, Humboldt, Sonoma, Marin or Napa)

**Reporting Relationship:** The Academic Coordinator is administratively responsible to the Youth Families and Communities Advisor in Humboldt/Del Norte Counties and the North Bay Food Systems Advisor in Marin, Mendocino, Napa and Sonoma Counties.

**Qualifications and Skills Required**

**Required Qualifications**

**Education:** A minimum of a Master’s Degree in an appropriate field with a professional background and/or experience in food systems, emergency management, agriculture, community development, public health, public policy, or related field is required at the appointment.
Additional Requirements

- Project management skills including executing work plans, monitoring budgets, meeting deadlines, achieving deliverables, and using project management tools.
- Literacy in electronic communications and project management software.
- Excellent communication skills with the ability to write clearly and accurately for lay audiences.
- Demonstrated capacity to coordinate team-based projects.
- Ability to fulfill responsibilities independently, yet in coordination with others.
- This is not a remote position. The candidate must be available to be onsite.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required. Must possess valid California Driver’s License to drive a County or University vehicle.

Desired Experience:

- Experience with mixed-methods research and/or evaluation including design, delivery, and analysis using quantitative and qualitative tools.
- Knowledge of human relations - including the ability to work with people with diverse views and values.
- Aptitude to work across many disciplines and collaborate with people with expertise in a large range of different subject areas, such as farmers/producers/fisher-folks, food systems, emergency management, public policy, agricultural economics, community organizing, evaluation, and related fields.

Skills Required: To be successful, Academic Coordinators require skills in the following:

Technical Competence and Impact

- Work with PIs to measure outcomes and impacts of grant project and/or other relevant grant project related issues.
- Maintain and promote UC ANR's credibility by providing science-based knowledge and skills independent of personal or parochial interests.
- Represent UC ANR locally in a professional manner.

Communication

- Plan, prioritize and coordinate engagement and communication activities throughout the project (planning, management, reporting, monitoring and evaluation).
- Target engagement and communication to key audiences in forms most useful to them and effectively use online and in-person communication methods.
- Assist in the dissemination of project activities, outcomes and impacts including written materials, web pages, newsletters, press releases and social media.

Collaboration, Teamwork and Flexibility

- Model and support effective team work and remain open to exploring new ideas and innovative solutions.
- Help create and maintain a diverse network of project partners including academics, governments, and community partners to facilitate collaboration.
- Foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work.
- Be an effective listener and communicator, take responsibility for actions, motivate others, keep commitments and cultivate support for the project partners.
- When applicable, contribute subject area expertise relevant to the project.

Lifelong Learning

- Demonstrated commitment to ongoing self-improvement - both professionally and as a person.
Learn more about Skills and Areas of Programmatic Review (including Professional Competence, University and Public Service and Affirmative Action and DEI) at: https://ucanr.edu/sites/Professional_Development/files/355229.pdf

About UC ANR

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across the state of California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers Statewide Programs and Initiatives (SWP/I's) that focus research and extension on solving priority problems that engage ANR academics and UC faculty in integrated teams to work on complex issues requiring trans-disciplinary approaches; as well as UC Cooperative Extension (UCCE), which is responsible for program development and delivery in counties throughout the state.

Learn more about

- UC ANR at https://UCANR.edu
- UC ANR in counties: https://ucanr.edu/sites/ucanr/County_Offices/
- Our Strategic Initiatives http://ucanr.edu/sites/StrategicInitiatives/
- Our Public Value statements at https://ucanr.edu/sites/anrstaff/Divisionwide_Planning/UC_ANR_Public_Values/
- DEI: Further to the above, academics are expected to share and exhibit UC ANR’s commitment to Diversity, Equity and Inclusion https://ucanr.edu/sites/Professional_Development/Office_-_Team_Management/Diversity_Equity_Inclusion_Belonging/
- Affirmative Action: Further to the above, academics are expected to share and exhibit UC ANR’s commitment to affirmative action. Learn more of UC ANR Affirmative Action policy: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/
- The University of California Agriculture and Natural Resources is committed to attracting and retaining a diverse workforce and will honor your experiences, perspectives and unique identity. We encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us create and maintain working and learning environments that are inclusive, equitable and welcoming.

Salary & Benefits

Salary: The salary will be in the Academic Coordinator II series @ 75% from Step 1 - $58,756 to Step 3 - $64,395 annually of the Academic Coordinator II, Fiscal Year Salary Table. The Step placement in this series is based on experience. For information regarding the Academic Coordinator series salary scales, please refer to: https://www.ucop.edu/academic-personnel-programs/_files/2022-23/july-2022-salary-scales/t36-ii.pdf

This position is a definite term appointment. The position is a 1-year renewable term appointment with funding available through September 2025. The merit cycle is every two years. The performance in the position will be evaluated annually. The position will be extended based on the continued need for the position, performance and availability of funding.

Benefits: The University of California offers comprehensive benefits including health insurance, retirement plans, two days per month paid vacation, one day per month paid sick leave, and holidays. For more
information, refer to the UC Benefits website at: https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

If interested in this position, please visit: https://recruit.ucanr.edu/ and choose “applicants” (refer to position #23-06)

Closing Date: To assure full consideration, application packets must be received by July 6, 2023.

Questions?

Contact Mikyla Perez; mikperez@ucanr.edu

“Please note that successful applicants are responsible for ensuring work authorization without need of employer sponsorship for the duration of the appointment period.”

University of California Agriculture and Natural Resources

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs – With Updated Interim Amendments. All Covered Individuals under the policy must provide proof of receiving the COVID-19 Vaccine Primary Series or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, Religious Objection, and/or Deferral based on pregnancy or recent COVID-19 diagnosis and/or treatment) no later than the applicable deadline. All Covered Individuals must also provide proof of receiving the most recent CDC-recommended COVID-19 booster or properly decline such booster no later than the applicable deadline. New University of California employees should refer to Exhibit 2, Section II.C. of the SARS-CoV-2 (COVID-19) Vaccination Program Attachment for applicable deadlines. All Covered Individuals must also provide proof of being Up-To-Date on seasonal influenza vaccination or properly decline such vaccination no later than the applicable deadline. Please refer to the Seasonal Influenza Vaccination Program Attachment. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.