

## **Project Manager Academic Coordinator II**

**100% FTE**

**North Coast Emergency Food Systems**

**Del Norte, Humboldt, Mendocino, Sonoma,  
Marin and Napa Counties**

### **Position Overview**

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

The University of California, Agriculture and Natural Resources (UC ANR) offers a unique recruitment opportunity for a **Project 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 manager position is to support the development of the California North Coast Emergency Food System Partnership to strengthen local and regional food systems and build community resilience. The project brings 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 emergency food needs during 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; 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 will serve as the project manager to support coordination, fiscal oversight, communications, and collaboration. The incumbent will help ensure that grant work, activities and events are inclusive of diverse audiences, produce measurable and equitable impacts, and demonstrate partnerships across the region.

### Project Management (70%)

- Support the grant Principal Investigators (PIs) in leadership of the overall project.
- 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.
- Assist in data collection and evaluation.
- Assist in the development of project material for presentations and meetings such as slides and summary documents.
- Plan and convene in-person and virtual meetings.
- Assist in event logistics such as site contracts, facility use agreements, insurance, invoicing, catering, and event registration.

### Fiscal Oversight (20%)

- Assist PIs with fiscal management of sub-awards and contracts.
- Monitor project budgets, accounts, and invoices.

### Scholarly Contributions (10%)

- Provide 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 six counties (Del Norte, Humboldt, Mendocino, 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 or equivalent degree in food systems, emergency management, agriculture, community development, public health, public policy, or related field is required at the time of appointment.

### Additional Requirements

- Exceptional project management skills including executing work plans, monitoring budgets, meeting deadlines, and achieving deliverables.
- 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:**

- Demonstrated leadership in Diversity, Equity, and Inclusion.
- Experience with mixed-methods research and/or evaluation using quantitative and qualitative tools.
- Aptitude to work across many disciplines and collaborate with people with a broad range of expertise.

**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.
- 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.
- When applicable, contribute subject area expertise relevant to the project.

### **Communication**

- Plan, prioritize and coordinate 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.
- Disseminate outcomes and impacts including written materials, web pages, newsletters, press releases and social media.

### **Collaboration, Teamwork and Flexibility**

- Support effective team work and remain open to exploring new ideas and innovative solutions.
- Maintain a diverse network of project partners including academics, governments, and community partners.
- 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.

### **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](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/](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/](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/](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/](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 from Step 1- \$78,342 up to Step 3- \$85,860 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 one-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 **October 15, 2023**.

## Questions?

Contact Mikyla Perez; [mikperez@ucanr.edu](mailto: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.”

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*University of California Agriculture and Natural Resources*

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As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government 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.