

CalFresh Healthy Living, UCCE

Academic Coordinator II

Ventura, Santa Barbara, and San Luis Obispo Counties

Position Overview

Location Headquarters: UCCE in Ventura or San Luis Obispo County

The University of California, Agriculture and Natural Resources (UC ANR), known locally as UC Cooperative Extension (UCCE) invites applications for a **CalFresh Healthy Living, UCCE Academic Coordinator II**. UC ANR coordinates a statewide network of researchers and educators in partnership with Counties that are dedicated to the development and application of knowledge to address local agricultural, environmental, youth, and health issues.

The CalFresh Healthy Living, UCCE program helps people eligible for CalFresh (known nationally as SNAP) lead healthier lives. Program staff and academics provide evidence-based nutrition and physical activity education, and engage local communities in policy, system and environmental change strategies that are supportive of community health and food and nutrition security.



Purpose: The CalFresh Healthy Living, UCCE Academic Coordinator II is responsible for coordinating, developing, and delivering innovative education programs and policy, system, and environmental change strategies to support food and nutrition security and improved community health in under-served communities in San Luis Obispo, Santa Barbara, and Ventura Counties. This position provides academic leadership and oversight to the CalFresh Healthy Living, UCCE programs in the region including overseeing the development of needs assessments, community and youth engagement initiatives, integrated work plans, supporting the budget cycle and related activities, and program evaluations that align with USDA SNAP-Ed Guidance and SNAP-Ed policies and procedures. Additional responsibilities include demonstrating local and regional program impacts, regional program administration, fund generation, fund coordination, staff supervision, University and public service, as well as demonstrated professional competence through development and dissemination of scholarly peer-reviewed journal articles, educational materials, impact reports, blogs, and conference presentations.

Major Duties and Responsibilities:

The Academic Coordinator will:

- Provide academic leadership, program planning that aligns with USDA SNAP-Ed Guidance, and development with the CalFresh Healthy Living, UCCE programs at the local level and, as needed, statewide.
- Develop, implement, adapt, and evaluate program activities, training, curricula and work with staff to ensure that outcomes and impacts are measured and communicated.
- Work collaboratively with partners, program leadership, and staff on the development and design of new CalFresh Healthy Living, UCCE programming in Ventura County, including hiring supervisory staff and supporting budget cycle and related activities, that is responsive to clientele needs and resources

and is intended to inspire and empower under-served community members to improve their health by promoting awareness, education, and community change around healthy eating and active living.

- Ensure CalFresh Healthy Living clientele needs, strengths, and priorities are assessed on a regular basis, and develop program goals accordingly, in alignment with UC ANR's statewide Strategic Vision and initiatives, CalFresh Healthy Living goals, and SNAP-Ed mission and policies.
- Provide leadership and support to the youth engagement initiative, 4-H Student Nutrition Advisory Council clubs, in San Luis Obispo and Santa Barbara Counties, with potential expansion to Ventura County.
- Participate in and lead, as appropriate, community collaboratives and work groups focused on increasing access to healthy and nutritious food, improving food and nutrition security, and improving physical activity with youth and adults in low-income schools and communities.
- Prepare high quality written materials including proposals and grant reports, program and project impact statements, peer-reviewed publications, blog posts, briefings, posters, and presentations.
- Develop proposals for extramural funding of programs and support resources beneficial to SNAP-Ed programming, partnerships, and activities.
- Act as a liaison with other agencies and institutions in the public and private sectors in support of CalFresh Healthy Living, UCCE goals and priorities and represent UC ANR in a professional manner.
- Public speaking and group facilitation with partners and other audiences is a routine part of this position.

Counties of Responsibility. This position is focused on food and nutrition security and physical activity in San Luis Obispo, Santa Barbara, and Ventura Counties.

Reporting Relationship: The Academic Coordinator will serve under the administrative and programmatic guidance of the UCCE San Luis Obispo and Santa Barbara Counties Health Equity Advisor and works collaboratively with the Statewide Program Director for Community Nutrition and Health.

Qualifications and Skills

Required Qualifications

Education: A minimum of a master's degree in public health, nutrition other related field is required at the time of appointment.

In addition, the following skills/experience are required:

- Successful project management experience.
- Demonstrated professional and/or lived experience in working across cultures or in multicultural environments.
- Technical skills and/or knowledge in at least one of the following areas: community health education; food security; nutrition; physical activity promotion; policy, systems or environmental change strategies to promote community health
- Demonstrated excellence in written, oral, and interpersonal communication.
- Demonstrated ability to model and support effective teamwork and remain open to exploring new ideas and innovative solutions.
- Literacy in online communications and computer software to support community education programs.
- Ability to travel within the region and state and outside of normal business hours, as needed.

Preferred Qualifications

- Experience working in an academic setting (i.e. University of California Cooperative Extension)
- Experience in SNAP-Ed
- Bilingual Fluency (Spanish & English)
- Ability to communicate and extend technical information to audiences with varying levels of literacy, using audience appropriate techniques.

- Ability to create and maintain a diverse network of project partners including academics, government employees, and community partners to facilitate collaboration.
- Ability to be an effective listener and communicator, take responsibility for actions, motivate others, keep commitments and cultivate support for project partners.

Additional Requirements:

- A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation.
- This position is subject to the requirements and compliance of the California's Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.
- 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.
- This is not a remote position. The candidate must be available to work onsite. In accordance with [UC ANR Flexible Work Guidelines](#) flexible work agreements are available upon approval by supervisors and periodic re-evaluation.

Academic Coordinator Skills

To be successful in the position, Academic Coordinators need to demonstrate the following skills and abilities:

Coordination of Academic Programs

- academic program planning and development
- develop and sustain relationships with program clientele and partners.
- lead and contribute to effective communication efforts with one's clientele and the public (e.g., develop and maintain websites, social media, blogs, and other media)
- develop, adapt, implement, and evaluate program activities, training, curriculum, and other educational activities and multi-media materials aligned with strategic plan and/or clientele needs.
- provide evidence of effective coordination of complex academic programs to ensure outcomes and impact (i.e., ranging from logistical to program content).
- assess clientele and program needs and priorities
- develop, contribute to, and publish evaluation reports
- develop proposals for extramural funding and identification of support resources
- represent UCCE with other agencies and institutions in the public and private sectors
- supervise or lead other academic appointees, staff

Professional Competence and Activity

- lifelong learning to enhance skills and knowledge in public health and community nutrition
- build credibility with clientele and participate in clientele/industry/community-sponsored functions and establish a clientele network
- develop professional relationships and maintain and promote UC ANR's credibility by providing science-based knowledge and skills development independent of personal or parochial interests
- contribute subject area expertise relevant to the project

University and Public Service

- participate in applicable UC ANR work groups, committees, and strategic initiatives
- serve in activities and/or committees that support the local UCCE units, ANR-wide, or nationally
- serve in public activities (e.g., judge a science fair, serve on committees) related to community nutrition and food security in low-income communities

Affirmative Action and Equity, Diversity and Inclusion

- dedication to the Division's Affirmative Action program <http://ucanr.edu/affirmaction>, including identifying and defining clientele (establishing appropriate baselines) and developing methods to serve them.

- contributions and activities that strengthen diversity, equity, and inclusion, as well as workplace belonging

About UC ANR

UC ANR is a division of the University of California (UC) system that bridges the gap between local issues and the expertise of the UC system by providing research-based information, educational programs, and technical expertise to the public in areas such as agriculture, natural resources, nutrition, and youth development. UC ANR is part of a nationwide Cooperative Extension network, which began in the early 20th century to connect research from land-grant universities with the everyday needs of people in communities across the United States. Today, we collaborate with farmers, ranchers, diverse communities, youth and adult educators, and policymakers to address local and statewide issues related to food systems, water, climate change, and sustainable agriculture through a statewide network of campus-based researchers, county-based Advisors, and community educators. Our mission is to cultivate thriving communities, sustainable agriculture, resilient ecosystems, and economic prosperity in California and globally through equitable generation and sharing of collaborative, science-based solutions. Over 250 UC ANR academics conduct research, extension, and education serving all 58 counties from 70+ locations, including county-based UCCE offices, 13 statewide programs and institutes, and 9 research and extension centers. 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 resources UC has to offer. Our vision is that UC ANR will be valued in every California community for meaningful engagement and making a positive difference in people's lives.

Learn more about

- [UC ANR](#) and [UC ANR Mission Statement](#)
- UC ANR in [San Luis Obispo](#), [Santa Barbara](#), and [Ventura Counties](#)
- UC ANR [Strategic Initiatives](#) help unify, communicate, and advocate for the work we do.
- UC ANR uses seven [Public Value statements](#) to communicate how our work makes a difference to the public.
- UC ANR academics are expected to share and exhibit UC ANR's commitment to UC ANR's [Affirmative Action policy](#)
- UC ANR academics are expected to share and exhibit UC ANR's commitment to [Diversity, Equity and Inclusion](#)
- 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 beginning salary will be in the Academic Coordinator II series. The beginning salary range is from **Step 1 - \$81,633 to Step 5 - \$98,280** annually. Step placement in this series is based on experience. Step placement in the advisor series is based on applicable experience and professional qualifications. For information regarding Cooperative Extension Advisor salary scales, please refer to the University of California <https://www.ucop.edu/academic-personnel-programs/files/2024-25/july-2024-scales/t36-ii.pdf>

This appointment is a limited term appointment with a merit cycle 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 two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. ANR is part of UC's Family-Friendly Policies. For more information, refer to the UC Benefits website at: <http://ucnet.universityofcalifornia.edu/>

How to Apply

If interested in this position, please visit: <https://recruit.ucanr.edu/> and choose "applicants" (refer to position #24-07)

Closing Date: To ensure full consideration, application packets must be received by **November 12, 2024 (open until filled)**

Questions?

Contact Tatiana Avoce; email: tavoce@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 Cooperative Extension

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.