Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
(This is not a state position)

Job Title: Program Coordinator, Office of Initiatives
Wage: $33-$35/hr. This is a Full Time, Non-Exempt, 12-month, benefit eligible position. Schedule is 40 hours per week. **Two** positions are available. Continuation of this position is contingent upon satisfactory performance and project funding.
Project Name: Cal Poly Humboldt, Office of Initiatives assigned to various funding sources (GEAR UP, Talent Search K16)
Supervisor: Director

Position Summary
Under the direction of the PI and Director, the Program Coordinator supports the effective implementation, communication, and compliance of the Cal Poly Humboldt programs at various target schools. The Coordinator is responsible for assisting with day-to-day program operations, managing student data and reporting systems, coordinating staff and events, and supporting communications with schools and community partners. This position is not approved for remote work.
The Coordinator must be able to travel to schools in the surrounding area.

The position works closely with mentors, advisors, school personnel, and district partners to ensure student services are provided ongoing at the schools year-round. In addition, student information is collected, validated, stored, and reported accurately and securely in alignment with pre college grant objectives and federal compliance requirements.

Essential Job Functions
40% Program Operations & Student Services Coordination
- Coordinate weekly team Delivery of student services at the schools, summer programming, meetings with mentors and advisors each week.
- Support advisors with scheduling, planning, supplies, and logistical needs and weekly school visits
- Assist Director with planning and of program events including testing rallies, college visits, Career Day, Summer Academy, STEM activities, and family engagement events
- Oversee advisors to assist with the delegated tasks and ensure consistent service delivery across sites
- Cultivate a college going environment for each of our cohorts or project participants at target schools by active programming.

30% Data Management, Evaluation & Compliance
- Collect, record, validate, and upload student participation, academic, attendance, and outcome data in alignment with grant requirements
- Perform data validation, correct errors, and maintain source documentation (electronic and hard copy)
- Maintain organized logs, spreadsheets, and records for reporting
- Prepare data summaries each week and reports for internal use, and annual federal reporting

- Provide coaching and technical assistance to staff on data entry standards, integrity, and confidentiality

10% Communications & Partner Support

- Assist with development and dissemination of newsletters, annual reports, calendars, and other program communications
- Maintain program calendars and communication files
- Support program website and social media presence to highlight activities and events (as applicable)

10% Fiscal & Administrative Support

- Coordinate purchases, travel and documentation of services, in collaboration with Director
- Assist with documentation related to expenditures, events, and grant compliance

10% Collaboration, Training & Professional Practice

- Host or coordinate bi-monthly community of practice meetings with advisors, teachers, counselors, and community partners
- Apply best practices from national, regional, and local college access resources to support program deliverables
- Ensure confidentiality and ethical handling of student and program data
- Perform related administrative duties as needed to support program goals

Minimum Qualifications

The knowledge, skills, and abilities listed above would normally be obtained through:

- **Bachelor's degree** in education, Social Sciences, Communications, Data Management, or a related field; Master's Degree preferred
  AND
- **Two or more years of professional experience** supporting education programs, data systems, communications, or program coordination

Required Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills
- Strong organizational, problem-solving, and interpersonal skills
- Ability to transmit and store data securely and confidentially
- Proficiency with Microsoft Office and web-based collaboration tools

Preferred Qualifications

- Experience with school or district student programs
- Experience working with rural communities

Application Instructions: To apply submit

1) Resume
2) Cover Letter
3) Three professional references

4) the SPF Self-Identification Form for Job Applicants to Dr. Jessica Alvizo-Quintero at jq54@humboldt.edu

Application Review Date: November 20, 2026. Open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found here.

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://disability.humboldt.edu/. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.