

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Strategic Projects Specialist
Location: Arcata, CA
Hours: Full Time, 12 months/year, Exempt
Start Date: August 1, 2025
Salary: \$70,000 - \$85,000, DOE
Project Name: Northern California Small Business Development Center Lead Center (Norcal SBDC)
Supervisor: SBDC Executive Director

GENERAL INFORMATION

The NorCal SBDC is part of Cal Poly Humboldt Sponsored Programs Foundation. The Lead Center (headquarters) are located in Arcata, CA. The program serves the business community in 36 northern California counties with non-credit education and consulting. Funding for this program comes from the federal Small Business Administration (SBA), and the California Governor's Office of Economic Development (GO-Biz). Cal Poly Humboldt has hosted the SBDC program since January 2006.

The Strategic Projects Specialist is a newly created, full-time, exempt, 12-month position. The job offers a competitive benefits packaged including group health, dental, and vision. The schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. While continuation of this position is foreseen for years to come, all NorCal SBDC positions are contingent on continued federal and state funding. This is not a state or federal position.

POSITION SUMMARY

The Strategic Projects Specialist will be responsible for a variety of tasks and projects central to strategic planning of the Lead Center. This position will work closely with the Executive Director on aspects of special project deployment, event and meeting planning, oversight and development of policies and procedures, etc. The ideal candidate will be self-motivated, resourceful, have strong interpersonal skills and impeccable communication skills. The Strategic Projects Specialist should enjoy and be well versed at multi-tasking and project management.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Works with Executive Director on managing strategic plan deployment.
- Works with Executive Director on partner solicitation process.
- Regular communication with leadership team and centers on strategic projects.
- Interacts with all levels of management within Lead Center, at Cal Poly Humboldt, and with external partners.
- Researches, compiles and analyzes data for statistical, financial and programmatic management.
- Conducts occasional videoconference and in-person trainings.
- Schedules, budgets and plans events, including soliciting bids from goods and service providers.
- Prepares formal written documents and presentations for the Executive Director.
- Manages meeting logistics, agendas, minutes and attendance.
- Develops and updates policies and procedures.
- Other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Strong project management and time management skills.
- Strong verbal communications—one-on-one, phone, videoconferencing, small group presentations.
- Ability to quickly synthesize and understand new and large amounts of data.
- Excellent interpersonal skills.
- Experience using Microsoft Word, Excel, PowerPoint, Google Docs.
- Ability to develop strong relationships and work with senior level managers and partners.
- Very effective in written communications—technical, professional, formal, informal.
- Experience working with a CRM system such as Neoserra.
- Confidentiality is critical for this role.

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- Prior experience working with small businesses.
- Prior experience working within an institution of higher education.
- Prior experience working with federal and/or state grants.
- Previous experience working with a Small Business Development Center program.

MINIMUM QUALIFICATIONS

- Excellent writing and verbal communication skills
- Ability to learn new, complex topics easily
- Detail-oriented with excellent organization and multi-tasking abilities
- Computer skills required include proficiency in Word, Excel, PowerPoint, and Google Docs
- Bachelor's Degree strongly preferred from an accredited university or the equivalent in 6 years or more of progressively responsible administrative coordination/management.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to Kristin Jesenko at kristin.jesenko@humboldt.edu.

- Cover letter
- Résumé
- Three professional reference contacts
- [Cal Poly Humboldt SPF Employee Information Form for Applicants](#)

Application Review Date: 5/16/2025, position is open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action 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.