Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement

This is not a state position

Job Title: Administrative Coordinator
Location: Bay Area, CA
Status: Full-Time | 12 Months per Year
Compensation: $75,000-$85,000 per year, DOE
Program: Northern California Small Business Development Center (NorCal SBDC)
Reports to: Headquarters Management

GENERAL INFORMATION:

This position is in the Bay Area, CA and supports multiple SBDC centers at a distance. SBDC centers are part of the Northern California SBDC Network, hosted by Cal Poly Humboldt Sponsored Programs Foundation, and funded through the U.S. Small Business Administration (SBA), California Governor's Office of Economic Development (GO-Biz), and other public and private sources.

SBDC centers serve a pivotal role in the region's economic development ecosystem, supporting entrepreneurs and growing companies throughout 36 counties in Northern California. These centers deliver high-impact 1:1 advising, access to capital, strategic resources, and targeted training programs—annually serving more than 12,000 small business clients.

POSITION OVERVIEW:

The NorCal SBDC is seeking a dedicated and organized Administrative Coordinator to help coordinate services across multiple centers. The Administrative Coordinator provides essential operational, administrative, and programmatic support to SBDC Center Directors. This role ensures the smooth execution of advising services, training programs, outreach activities, and reporting requirements, allowing Center Directors to focus on external engagement, partnerships, and strategic growth by maintaining strong internal systems and operational continuity. This position will assist with administrative and programmatic activities across the NorCal SBDC network. The ideal candidate is detail-oriented, and collaborative, with strong communication skills and the ability to manage multiple priorities in a fast-paced, grant-funded environment. This position thrives in a team-oriented environment.

KEY RESPONSIBILITIES

Administrative & Director Support

- Provide day-to-day administrative support to Center Directors, including calendar management, meeting coordination, correspondence, and document preparation
- Assist with scheduling and logistics for partner meetings and community engagements
- Maintain organized records for contracts, agreements, expenses and center documentation

Program & Training Coordination

- Coordinate logistics for workshops, webinars, training series, and community events, including registration, materials, virtual platforms, and on-site support
- Support advisors and trainers with administrative needs related to program delivery
- Track and report attendance, evaluations, and outcomes for all training events to support performance measurement and grant compliance
- Assist with preparation of training analytics and post-event reports
- Assist with client onboarding as needed

Outreach, Marketing & Partnership Support

- Support Center Directors and Associate Directors with outreach and partnership efforts by preparing materials, managing contact lists, and coordinating follow-up communications
- Assist with marketing and communications efforts, including email announcements, event promotions, and website updates in coordination with NorCal SBDC regional staff
- Help ensure consistent branding and professional representation of the centers in external communications

Data Management, Reporting & Compliance

- Maintain accurate client, advising, and training data in the SBDC client management system
- Assist with data quality control to ensure compliance with reporting requirements
- Track performance metrics to support center performance goals

Coordination & Systems Support

- Serve as a liaison between local SBDC centers, NorCal SBDC regional headquarters, and Cal Poly Humboldt Sponsored Programs Foundation on administrative matters
- Support onboarding and coordination of contracted advisors, including tracking documentation and compliance requirements
- Assist with regional initiatives and cross-center collaboration as assigned

Other Duties

- Provide general office and operational support as needed
- Perform other related duties in support of NorCal SBDC mission and objectives

KNOWLEDGE, SKILLS & ATTRIBUTES

The ideal candidate brings:

- Strong administrative, organizational, and time-management skills with the ability to meet deadlines in a fast-paced environment
- Excellent written and verbal communication abilities
- Proficiency with Microsoft Office, Google Workspace, video conferencing software and database systems
- Demonstrated experience supporting projects or programs with multiple stakeholders
- Ability to handle sensitive information and exercise sound professional judgment

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- A bachelor's degree in business, education, communications, or a closely related field; or an equivalent combination of education and experience.
- Four years or more experience working as an administrative support on programs, events, or service delivery teams.
- Prior experience working for a Small Business Development Center.
- Prior experience working within the business community, economic development programs, universities, grant-funded organizations and/or small business ownership.

MINIMUM QUALIFICATIONS

- At least two (2) years of administrative or program support experience.
- Proficiency with office productivity tools and database systems.
- Ability to manage multiple priorities with attention to detail.

APPLICATION PROCESS

Qualified applicants should submit the following items via email to **careers@norcalsbdc.org**

1. Cover letter
2. Résumé
3. Three *professional* reference contacts
4. Cal Poly Humboldt SPF Employee Information Form for Applicants

Position will remain open until filled. Apply before Friday, November 20, 2026, 5pm to be included in the first round of application reviews.

ADDITIONAL INFORMATION

This position may require occasional evening and weekend commitments. A competitive benefits package is offered, including retirement, health, dental, and vision coverage.

While long-term continuation is anticipated, all NorCal SBDC positions are contingent upon continued state and federal funding. This is not a state or federal position.

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. Background checks will be conducted only after a conditional offer of employment and in compliance with California Fair Chance laws.