Cal Poly Humboldt
Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title:	NorCal APEX Programs Coordinator
Hours:	40 hours per week, Non-Exempt
Salary Range:	$28-$35 per hour
Project Name:	NorCal APEX Accelerator
Reports to:	NorCal APEX Accelerator Programs Manager
Application Deadline:	First review date Nov 16th, 2026. Position is open until filled.

Keep programs, events, and partnerships running smoothly so Northern California businesses can compete for government contracts.

The Northern California APEX Accelerator at Cal Poly Humboldt Sponsored Programs Foundation is seeking an organized, service-minded Programs Coordinator to support program operations across Northern California. This role connects staff, clients, partners, vendors, and funders through reliable coordination, clear communication, and careful follow-through.

If you enjoy organizing events, keeping information current, and helping a mission-driven team deliver responsive service, we'd love to hear from you.

WHY YOU'LL LOVE THIS ROLE:

- Support programs serving businesses across 15 Northern California counties.
- Help clients and partners connect with procurement and business development resources.
- Coordinate workshops, outreach, and communications that strengthen local businesses.
- Work alongside experienced leaders in government contracting and entrepreneurship.
- Contribute to a collaborative, mission-driven team at Startup Humboldt.

BENEFITS:

This is a full-time, 40-hour-per-week position with Cal Poly Humboldt Sponsored Programs Foundation (SPF). Full-time employees are eligible for a comprehensive benefits package including medical, dental, vision, and life insurance; paid vacation and sick leave; paid campus holidays, including the annual December holiday recess; and one personal holiday each calendar year. Employees may also become eligible to participate in the SPF retirement program after completing one year of service with at least 1,000 hours worked during that year, subject to plan eligibility requirements.

LOCATION:

This position is based at **Startup Humboldt** in downtown Arcata, a collaborative innovation hub that supports entrepreneurs, small businesses, and economic development throughout the North Coast. Startup Humboldt provides a dynamic, mission-driven work environment where organizations, business leaders, and community partners come together to foster innovation and regional growth.

POSITION SUMMARY

The Programs Coordinator provides administrative, operational, communications, marketing, and event support that keeps Norcal APEX Accelerator programs functioning efficiently. Serving as an operational hub, this position helps coordinate client intake, maintain program information, support outreach and events, and connect staff with clients, partners, vendors, and funders.

ESSENTIAL DUTIES

Program Administration

- Coordinate daily administrative operations, manage organizational calendars, schedule meetings, and prepare agendas and minutes.
- Maintain filing systems, track deadlines, and help staff stay organized and informed.

Events & Training

- Coordinate workshop logistics, registrations, venues, materials, and presenter support.
- Manage event follow-up, compile evaluations, and support conferences, trainings, and community activities.

Client Services & CRM

- Coordinate client intake, route inquiries, monitor onboarding, and support referral processes.
- Maintain accurate CRM records and the program Resource Library.

Marketing & Communications

- Update website content, coordinate newsletters, and develop social media content.
- Prepare promotional materials, maintain the marketing calendar, and support outreach campaigns.

Data & Reporting

- Maintain program databases, track attendance and outreach metrics, and compile performance reports.
- Assist with grant reporting and maintain accurate supporting documentation.

Financial & Administrative Support

- Process invoices, track purchasing, maintain inventory, coordinate travel, and prepare reimbursement documentation.
- Support budget tracking and related administrative records.

Partner Relations & Office Coordination

- Schedule partner meetings, coordinate communications, maintain contact databases, and assist with memoranda of understanding.
- Track collaborative activities, manage supplies, coordinate technology needs, and maintain office systems.
- Support staff onboarding, assist with human resources documentation, and process payroll.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and relevant experience.
- Two (2) to four (4) years of administrative, program coordination, nonprofit, or related experience.
- Experience coordinating events, meetings, or community programs.
- Experience with CRM or database systems and Microsoft Office Suite.
- Valid driver's license and reliable transportation; ability and willingness to travel throughout APEX's 15-county service area.
- Willingness to work occasional evenings and weekends for community events, workshops, and organizational activities, and to travel overnight as needed for conferences, trainings, or regional meetings.

ESSENTIAL SKILLS:

- Exceptional organizational and time management skills, with strong attention to detail.
- Excellent written and verbal communication and outstanding customer service skills.
- Ability to manage multiple projects, prioritize competing deadlines, and solve problems independently.
- Ability to collaborate effectively with staff, clients, partners, vendors, and community stakeholders.
- Proficiency with Microsoft Office Suite and the ability to quickly learn new software platforms.
- Ability to maintain accurate records, prepare reports, and handle confidential information with discretion.
- Experience coordinating logistics for meetings, events, and trainings.
- Commitment to responsive, professional support and positive relationships with program partners and participants.

HOW TO APPLY:

Please email the following materials to kjj1@humboldt.edu:

- Cover letter
- Résumé
- Three professional references
- **SPF Self-Identification Form**

Priority Review Begins: November 16, 2026

Applications will continue to be accepted until the position is filled.

ONE LAST THING…

We know great candidates don't always meet every qualification. If you're excited about this opportunity and believe your experience would help you succeed, we encourage you to apply. If you have any questions about the application process, we'd be happy to help; just reach out to us at kjj1@humboldt.edu.

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.