

Cal Poly Humboldt

Sponsored Programs Foundation

Job Announcement
This is not a state position



Job Title: Procurement Specialist
Hours: 20-40 hours per week, depending on candidate preference
Wage: \$35-\$60 per hour, depending on experience
Project Name: Norcal APEX Accelerator
Supervisor: Norcal APEX Accelerator Director
Application
Deadline: August 11, 2025

WHO WE ARE:

The Northern California APEX Accelerator at Cal Poly Humboldt Sponsored Programs Foundation (SPF) advances entrepreneurship and economic growth through procurement technical assistance for all businesses in Northern California. **We help our clients identify, obtain, and perform on prime and subcontracting opportunities with local, state, federal, and tribal governments.** Cal Poly Humboldt has hosted the APEX Accelerator program (formerly called the Procurement Technical Assistance Center) since 2013 and has grown the program to serve 15 Northern California counties (Del Norte, Humboldt, Shasta, Siskiyou, Trinity, Mendocino, Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, San Mateo, & Santa Clara). Learn more about the program here: <http://www.apexnorcal.org>

We envision a level playing field in the government marketplace, where all businesses have access to resources and support for contracting success.

LOCATION: The physical location of the Norcal APEX Accelerator Center is in Arcata, CA on the Cal Poly Humboldt campus, however the program serves 15 Northern California counties, listed above. This is a hybrid role based at our campus location requiring weekly in-office work time, dependent on candidate's overall hours per week.

ABOUT THE POSITION: This is a 12-month non-exempt position, offering competitive sick leave, vacation, medical, dental, and other benefits. The position is eligible for retirement after completing one year of service with 1,000 hours in that year. While continuation of this position(s) is foreseen for years to come, all Norcal APEX-Accelerator positions are contingent on continued grant funding. This is not a state or federal position.

The Norcal APEX-Accelerator seeks an experienced professional with in-depth knowledge of government contracting. This person will serve as a no-cost advisor to businesses seeking technical assistance and training from the program. They should be passionate about small business development and knowledgeable of the nuanced challenges rural businesses face. For this role, we are hoping to find somebody knowledgeable in public works/construction contracting as well as CAL FIRE and US Forest Service contracting, however that is not required.

In this role you will be one of our seven Procurement Specialists located throughout our service area and most of your time will be spent meeting one-on-one with local small business owners (virtually via Zoom and in-person) and providing webinars and workshops on government contracting related topics.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Advise small businesses on federal, state, local, and tribal government contracting topics in person, over the phone, or using video conferencing software
- Develop and conduct webinars, workshops, and outreach efforts in support of program goals
- Assist business owners (our clients) with:
 - Cal eProcure & SAM registrations

- Capabilities statements
- State certifications such as SB & DVBE
- Federal certifications such as 8(a), HUBZone, VOSB, WOSB, etc.
- Finding bid opportunities and preparing bid responses
- Public works and construction contracting
- Fire related contracting (CAL FIRE, VIPR, etc.)
- GSA schedules, FAR, CMMC, DIBBS, FOCI, DPA Title III, IBAS
- Government-Led Innovation Programs (GIPs) such as SBIR, STTR, etc.

MINIMUM QUALIFICATIONS:

At least 5 years of experience providing government contracting assistance to businesses or 5 years of experience as a relevant government procurement-related employee.

PREFERRED QUALIFICATIONS:

- Prior experience working for an APEX Accelerator or other federally funded small business assistance program
- Existing partnerships with Northern California government agencies and resource organizations
- Relevant Master's degree from an accredited college or university

APPLICATION PROCEDURE:

Qualified applicants should submit the following via email to Ula@apexnorcal.org:

1. Cover letter tailored to this position
2. Updated Résumé
3. Three professional references
4. [SPF Self-Identification Form](#)

**Incomplete applications will not be considered.*

Application Deadline: August 11, 2025

One last thing...

We know that you are not a list of key words and qualifications. We hire real living people who have voices, and we are excited to hear yours. If you have any questions about the application process, we'd be happy to help; just reach out to us at Ula@apexnorcal.org.

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.