

Cal Poly Humboldt Sponsored Programs Foundation Job Announcement

This is not a state position

Job Title: Administrative Coordinator

Location: Arcata, CA

Status: Full-Time | 12 Months per Year

Compensation: \$25 - \$30 per hour

Program: Northern California Small Business Development Center (NorCal SBDC)

Reports to: East Bay Small Business Development Center(SBDC) Director

GENERAL INFORMATION:

This position is located in Arcata, CA and remotely supports the East Bay SBDC. The East Bay SBDC is 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.

The East Bay Small Business Development Center (East Bay SBDC) serves a pivotal role in the region's economic development ecosystem, supporting entrepreneurs and growing companies throughout Alameda and Contra Costa counties. The center delivers high-impact 1:1 advising, access to capital, strategic resources, and targeted training programs—annually serving more than 1,000 small business clients.

POSITION OVERVIEW:

The East Bay SBDC is seeking a dedicated and organized Administrative Coordinator to help coordinate the East Bay SBDC service. The Administrative Coordinator provides essential operational, administrative, and programmatic support to the East Bay SBDC Center Director. This role ensures the smooth execution of advising services, training programs, outreach activities, and reporting requirements, allowing the Center Director to focus on external engagement, partnerships, and strategic growth by maintaining strong internal systems and operational continuity. This position may assist with additional administrative and programmatic activities across the NorCal SBDC network as needed. 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 the Center Director, 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, invoices, 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

Outreach, Marketing & Partnership Support

- Support the Center Director's 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 East Bay SBDC 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
- Support preparation of quarterly and annual reports
- Track performance metrics to support center performance goals

Coordination & Systems Support

- Serve as a liaison between the East Bay SBDC, 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 the Center's 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@norcal sbdc.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 Monday, March 2, 2026 5pm to be included in the first round of application reviews.

ADDITIONAL INFORMATION

This position requires regular travel throughout Northern California and includes 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/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.