



Cal Poly Humboldt Sponsored Programs Foundation Job Announcement

This is not a state position.

Job Title: Veteran Business Consultant/Trainer: PNW VBOC

Location: Arcata, Ca. , Satellite Office in WA State

Hours: 8 – 19 hours/week

Wages: \$50-\$70/hour, depending on experience

Supervisor: PNW VBOC Director

General Information:

The Pacific Northwest Regional Veterans Business Outreach Center (PNW VBOC), formerly NorCal VBOC, provides entrepreneurship and business-related assistance to Veterans, active-duty service members, Military Spouses, and Military Connected family members. The program is funded by a cooperative agreement with the U.S. Small Business Administration (SBA), and through funding from the Governor's Office of Business and Economic Development (GO-Biz). The PNW VBOC serves Washington, Oregon and northern and central California, supporting their business and Veteran communities with no-cost training, education, and one-on-one business consulting. The Sponsored Programs Foundation of Cal Poly Humboldt is the fiscal host to the VBOC, and the employer of record. Applicable state employment laws and tax withholding requirements may vary based on the employee's primary work location and locations where services are performed. This is a 12-month hourly position.

Position Summary:

The VBOC's primary mission is to deliver the Small Business Administration's **Boots to Business and Reboot program** on 13 military bases in Washington, Oregon and Northern California.

Topics covered in the 2-day class include: entrepreneurship, market research, small business economics, legal structures, financing, business planning and government contracting. We are seeking an experienced instructor/facilitator, with small business experience, who is comfortable working in person on military bases. Individuals who are Veterans, military connected family members, or have experience working with Veterans is preferred. We will provide training on the curriculum. For more information about the VBOC, go to <https://norcalvbo.org/>

The job includes in-person travel to the region's designated military bases to offer "Boots to Business" trainings to transitioning servicemembers, **as well as offer one-on-one advising and technical support to Veterans**. This can include overnight travel. Successful applicants will be generalists or specialists with a background assisting companies in one or more of the following areas: business planning, financial management, access to capital, traditional and digital marketing, restaurants, franchises, manufacturing, sales, etc. These are not full-time positions, are not state or federal positions, and the amount of contract work is variable, dependent upon client flow.



Essential Functions & Responsibilities:

- Deliver “Boots to Business” and “Boots to Business: Reboot” trainings to cohorts of transitioning servicemembers and Veterans (including Guard, Reserve, Military Spouses and Military Connected Family Members).
- Counsel Veteran small businesses on various topics in person, over the phone, via email, and through video conferencing platforms such as Zoom.
- Assist clients with navigating required federal, state, and municipal registrations and licensing requirements.
- Assist with and facilitate training workshops on a variety of business-related topics.
- Represent the PNW VBOC at partner events, workshops, conferences, and outreach activities.
- Record all client interactions accurately within the required client tracking database.
- Hold routine monthly office hours throughout the service area, with a primary focus on the locations: Washington State, Oregon State, Fairfield Satellite Office, Redding Satellite office, Sacramento Satellite Office, and San Francisco regions.
- Ensure timely completion of client documentation, database entries, reporting requirements, and other program deliverables while maintaining reliable attendance, punctuality, and preparedness for trainings, workshops, office hours, and partner engagements.
- Ability and willingness to travel regularly throughout the region is an essential and required function of this position to support trainings, office hours, outreach activities, partner meetings, and events, including travel to military installations and satellite locations.
- Perform other duties as assigned.

Minimum Qualifications:

- Two or more years of experience providing advising, training, or consulting businesses.
- Ability to analyze complex documents and situations and make rational judgements.
- Excellent written, verbal, listening, and interpersonal skills.

Preferred Qualifications:

- Prior experience working for a VBOC or other federally funded small business assistance program.
- Prior experience working with veteran and military populations.
- Existing partnerships with Washington, Oregon or Northern California business and minority organizations and/or government agencies.
- Graduation from an accredited four-year college or university, and two years of experience in small business ownership, economic development programs, or administration of grants.

Application Procedure:

Qualified applicants should submit the following **via email to info@norcalvboc.org**;

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. [SPF Self-Identification Form](#)

Incomplete application procedures will not be considered.

First review Date: Monday, June 1, 2026.



ADDITIONAL INFORMATION

This position requires regular travel throughout Northern California, Oregon and Washington 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 VBOC 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.