

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Operations Support Coordinator

Wage: \$25 per hour

Status: Part-time | Approx 20 hours per week

Project Name: Justice-Impacted Workers: Meaningful Land Work and Wellness Initiative

Supervisor: Dr. Renée Byrd

General Information:

The Operations Support Coordinator provides essential administrative structure for a collaborative bringing together The Ecotone Center for Land-based Healing + Transformative Justice, The Rebound Institute, TREC, Rhizome Wellness Collective, and Cal Poly Humboldt's Critical Agriculture Studies & Agroecology (CASA) program. Titled "Justice-Impacted Workers: Meaningful Land Work and Wellness Initiative," the initiative is funded by Redwood Region Rise. This role works closely with Dr. Renée Byrd to help keep day-to-day operations running smoothly across partners and working groups as the initiative develops and pilots programming that connects justice-impacted people with meaningful workforce development and wellness opportunities rooted in land justice, agroecology, and food sovereignty. Project goals also include developing and deepening relationships with community and movement partners, advancing agroecology research and education infrastructure, and a variety of predevelopment tasks for worker-owner cooperative and community land trust development. The ideal candidate is highly organized, detail-oriented, motivated, and able to multitask, with the ability to track moving parts, support coordination and communications, and maintain clear documentation in a dynamic, community-engaged environment. This position is located in Arcata, CA.

Key Responsibilities:

- Provide day-to-day administrative support to the initiative lead and partners, including meeting coordination, document preparation, and correspondence.
- Serve as a liaison and manage communication between various working groups, partners, staff, and various offices.
- Assist with scheduling and logistics for events, workshops, retreats, and other community-building and programming components.
- Maintain organized records and drive hygiene for initiative processes.
- Track working group action items and close the loop with leads on due dates.
- Assist the initiative lead with managing staff training, access, procurement of materials, and standard operating procedures with participants and volunteers.
- Maintain segmented email lists and contact tags, support outreach, marketing, and communications efforts.
- Other duties as assigned in support of the initiative's purpose and objectives.

Minimum Qualifications:

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

Application Instructions: To apply submit resume along with the [SPF Self-Identification Form for Job Applicants](#) to Dr. Renée Byrd at rb1409@humboldt.edu

If you have any questions regarding this position, email rb1409@humboldt.edu

Application review date:

Position will remain open until filled. Applications received by March 1, 2026 will receive full consideration.

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.