

# Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** Research Associate and Director Assistant

**Wage:** \$28.00/hr

**Project Name:** Rou Dalagurr: Food Sovereignty Lab & Traditional Ecological Knowledges Institute

**Supervisor:** Dr. Cutcha Risling Baldy

**Position Overview:** This position will work closely with the Rou Dalagurr Co-Director Dr. Cutcha Risling Baldy to assist with coordination and implementation of special projects and administrative duties. This position requires a proactive and detail-oriented individual capable of managing a wide range of executive, administrative, and strategic tasks. The Special Assistant will act as a trusted partner, ensuring the Director's time is leveraged effectively, communications are streamlined, and organizational priorities are advanced.

## DESCRIPTION

- The position is a full-time position (40 hours per week) with benefits.
- The position requires flexibility for work location with at least 3 days per week at the Cal Poly Humboldt Campus and up to 2 days per week work from home.
- Starting salary depends on experience and qualifications but will generally start at \$28/hour
- The position is currently funded thru December 31, 2025. Potential extension dependent on funding but not guaranteed.

Key Responsibilities:

### Executive & Strategic Support

- Provide support in planning, project management, and execution of key initiatives.
- Prepare research briefs, presentations, and reports to support programs and projects.
- Coordinate and track progress on the organization's strategic priorities, ensuring timely follow-up and accountability.
- Assist with research, writing, grant writing, and team coordination for completion of projects.

### Operations & Project Management

- Assist with cross-departmental coordination, ensuring seamless communication and collaboration between programs, development, and operations teams.
- Support special projects from conception through execution, such as fundraising campaigns, events, or advocacy initiatives.
- Monitor key deadlines, deliverables, and organizational milestones.

#### **Administrative & Personal Assistant Duties**

- Coordinate with the Administrative team to schedule meetings, calls, and travel arrangements.
- Assist with personal scheduling needs and time management to promote a healthy work-life balance.

#### **Qualifications:**

- Bachelor's degree in a relevant field or 5+ years experience in similar position
- Strong understanding of Indigenous food sovereignty issues and culturally responsive community outreach and engagement
- Experience with academic and grant writing, research and publication preferred.
- Experience working with Indigenous populations and BIPOC communities and organizations.
- Excellent written and verbal communication skills, with experience preparing reports and presenting findings to diverse audiences.
- Strong organizational skills and the ability to manage multiple projects and deadlines.
- Exceptional organizational and time management skills; ability to manage multiple priorities under tight deadlines.

**Application Instructions:** Please submit your resume and a cover letter discussing how you meet the requested qualifications, along with the \*\* [SPF Self-Identification Form for Job Applicants](#) by July 25, 2025 to Dr. Cutcha Risling Baldy via email ([nasfsl@humboldt.edu](mailto:nasfsl@humboldt.edu)). Incomplete applications will not be reviewed.

#### **Application review date:**

Submissions will be reviewed starting July 25, 2025. The position will remain open until filled.

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.