

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: CeNCOOS Communications Assistant

Wage: \$36-44 per hour

Hours: Part-Time, 20 hours per week, non-exempt status

Duration: 12 month term, anticipated start date Nov 15, 2026, option for extension

Project Name: Central and Northern California Ocean Observing System (CeNCOOS)

Location: [In-person/Remote/Hybrid Options] Telonicher Marine Lab, Cal Poly Humboldt, Arcata, CA

Supervisor: Alex Harper, Ph.D., CeNCOOS Deputy Director

About Cal Poly Humboldt Sponsored Programs Foundation

Cal Poly Humboldt Sponsored Programs Foundation (SPF) is a 501(c)(3) auxiliary organization that administers externally funded grants and contracts on behalf of Cal Poly Humboldt faculty, staff, and campus programs, including recruitment, human resources, and payroll support for grant-funded positions. This position is funded through a grant/cooperative agreement supporting CeNCOOS and is administered by SPF. The successful candidate will be an employee of Cal Poly Humboldt Sponsored Programs Foundation.

About the Program

The Central and Northern California Ocean Observing System (CeNCOOS) is a US Government-certified organization with CSU Humboldt as a member, and one of 11 regional associations of the US Integrated Ocean Observing System (IOOS). Established in 2004, CeNCOOS enables coastal measurements, model forecasts, and integrated products to inform decisions about our regional ocean, spanning Pt. Conception to the Oregon Border representing some of the most biologically diverse and economically significant coastline in the world. Users of CeNCOOS data and information products include scientists, resource managers, industry, decision-makers, students, and the public.

Position Summary

Data alone does not inform fisheries management, improve decision-making, or safeguard communities from changing conditions. The CeNCOOS Communications Assistant will serve to connect CeNCOOS science and communities it is meant to serve. A key objective is to grow and deepen a community of ocean information users-- ranging from individual fishers and educators to large agencies and regional coalitions-- by making CeNCOOS data and services more visible and widely used.

Essential Job Functions

Communicate and Share: Develop content across newsletters, social media, and web platforms, tailoring messaging for different audiences, including local and regional interested parties and state and agency partners. Build and maintain a library of education and outreach tools and

connect scientists and teaching partners across the region so CeNCOOS knowledge travels beyond traditional CeNCOOS channels.

Enable and Train: Support training for CeNCOOS products and the California Ocean Observing Data Portal (caloos.org), and help a wide range of users, including individuals, educators, and agencies, access and apply CeNCOOS products.

Build Relationships: Identify and reflect the interests of partners and communities through CeNCOOS communications pathways. Support and grow the community of communicators using and sharing CeNCOOS data, tools and resources.

Align the Brand: Participate in IOOS affiliated convenings, and coordinate brand, values, and messaging with regional and national partners. Ensure CeNCOOS messaging is consistent across channels such as newsletters, slide decks, and regional- and national-facing communications.

Minimum Qualifications

Demonstrated ability to translate technical or scientific content for non-specialist audiences. Experience managing multi-channel communications programs, including email, web, and social media. Comfort working across diverse groups, from community members to agency partners. Strong project management instincts, including the ability to manage multiple priorities without dropping details. Experience facilitating workshops, trainings, or working group sessions. Some graphic design skills are desirable.

Preferred Qualifications, Knowledge, Special Skills, and Abilities

3-5 years of experience in communications, outreach, science communication, or a closely related field. Familiarity with coastal, ocean, or environmental sectors, and experience with ocean data tools, GIS platforms, or environmental data portals. Background in community-based outreach or experience working in or alongside scientific or research institutions, and familiarity with IOOS or regional ocean observing systems. Strategic communication skills, including the ability to synthesize complexity into clear, resonant messages, audience awareness and the ability to adjust messaging to different needs and contexts. Relationship-building ability, including follow-up and trust-building over time, and cultural awareness. Training and facilitation skills, with the ability to make technical information accessible.

Initial application review date: 10/15/26; open until filled.

Application Instructions

To apply, submit: 1) a resume/CV, 2) a cover letter or letter of interest, 3) Three professional references, and 4) the [SPF Self-Identification Form for Job Applicants](#) to alex.harper@humboldt.edu.

If you have questions regarding this position, please contact Alex Harper.

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. Background checks will be conducted only after a conditional offer of employment and in compliance with California Fair Chance laws.