

# Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** Wiyot Plaza Site Manager

**Wage:** \$28.00-\$30.00/hr depending on experience

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

**Supervisor:** Dr. Cutcha Risling Baldy

**Position Overview:** Wiyot Plaza serves as the Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute's dedicated exterior space for land-based education and restoration. This space features a salmon cooking pit behind Cal Poly Humboldt's Native Forum, an acorn processing center, and a Native Plant Landscape.

The Wiyot Plaza Site Manager oversees and maintains various components of Wiyot Plaza, including native landscaping, ecological restoration, and project management. This role also includes coordinating the volunteer program, organizing related community events on and off campus, and conducting outreach efforts to engage students and the broader community.

## 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 range between \$28-\$30.00/hr
- The position is currently funded thru December 31, 2025. Potential extension dependent on funding but not guaranteed.

## Key Responsibilities:

1. Manage Wiyot Plaza's outdoor spaces with activities such as gardening, landscaping, and design inclusive to Native traditions
2. Host volunteer and outreach events with students and community members, including tours and weekly volunteer days
3. Ensure Wiyot Plaza upholds the vision of the Wiyot peoples and nearby Native communities

4. Facilitate the co-management land agreement of the Native American Studies Department and Facilities Management
5. Collaborating with other FSL staff on activities and programming and general lab management and lab upkeep.
6. Attend lab meetings and events as requested by lab Co-Directors and assist with program reporting, social media, and meeting grant funding requirements.

**Qualifications:**

- Bachelor's degree in a relevant field or 5+ years experience in similar position
- Familiarity with local native plant species, landscaping, and gardening
- Strong understanding of Indigenous food sovereignty issues and culturally responsive community outreach and engagement
- 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.

**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 **May 10, 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 **May 10, 2025**. The position will remain open until filled.

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.

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.