

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Southern Humboldt Pathways Facilitator

Project Name: Redwood Coast K-16 Educational Collaborative

Location: Humboldt County, Fortuna to Garberville

Position: Full Time

Wage: \$33 per hour

This is a Full Time, Non-Exempt, 12-month, benefit eligible position. The schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. Part-Time applicants will be considered.

Supervisor: Executive Director, Angela Shull

Asst. Director, Shareena Clark

Essential functions of the job:

Direct Student Support (25%)

- Deliver workshops in the following core categories: College Preparation, Financial Aid, and Career Exploration. Emphasis should be placed on pursuing healthcare and education careers.
- **College Preparation:** A-G requirements, dual enrollment, college applications, major exploration, and connecting to resources.
- **Financial Aid:** FAFSA, CADAA, scholarships, financial literacy.
- **Career Exploration:** interest inventory, pathway exploration, connecting to partners, and workforce opportunities.
- Create a comprehensive list of extracurricular opportunities within school sites to support pathways into healthcare and education. Work with clubs and organizations to create more opportunities for students.
- Connect students to resources and programs that fulfill needs in study skills, social emotional learning, and other areas of interest.
- Create comprehensive lists of dual enrollment, CTE, and AP opportunities occurring in assigned region.
- Articulate list to counselors and students that outlines courses leading to pathway completion (i.e. not just random courses).
- Coordinate guest speakers at K-12 campuses in collaboration with club advisors.
- Assist with school-sponsored activities like Back to School Night, College and Career Fair, and Financial Aid Night.
- In collaboration with other Pathways Facilitators create guides for students to register for classes, purchase books, and pay fees as well as how to access support in those areas.
- Regular travel within the region to school sites, workforce meetings, and the K-16 office; having reliable transportation is a requirement.

Working with workforce partners (15%)

- Research and present opportunities for partnership with education and healthcare workforce partners in assigned region.
- Collaborate with Graduate Student Workforce Navigator (GSWN) to connect workforce partners with school sites and facilitate collaboration and continued partnership.
- Support with field trips to workforce partners as needed, in collaboration with K-16 and school office staff.
- Create a comprehensive list of workforce opportunities for high school students to build their resume for healthcare and education. Connect with the Humboldt Workforce Coalition to collaborate.
- Ongoing mentorship/employability skills development (resume prep, workplace readiness, etc.).

Working with institutes of higher education partners (15%)

- Communicate with College of the Redwoods, Mendocino College, Cal Poly Humboldt, and UC Davis partners to collaborate on activities to support students in pursuing education and healthcare careers.
- Collaborate with K-16 team to support in creating a college going culture and increasing the pursuit of higher education in all subject areas by fostering relationships between higher education institutions and K-12 school partners.
- Collaborate with GSWN and AvenueM Outreach Coordinator at CR to create opportunities for partnership.
- Assist with promotion of College of the Redwoods and Cal Poly Humboldt events relating to our student population including, but not limited to, American Indian College Motivation Day, Youth of Color Empowerment Day, Fall and Spring Preview, and I've Been Admitted to College (IBAC).

Working with partner programs (15%)

- Assist partner programs such as TRIO Talent Search, TRIO Upward Bound, Cal-SOAP, CCRP, AVID, etc in reaching students with programming and resources relevant to College Preparation, Financial Aid, and Career Exploration. Priority should be given to programs that support students in pursuing education and healthcare careers.
 - Provide students with outreach support to Cal Poly Humboldt through the GSWN and College of the Redwoods AvenueM Outreach Coordinator
 - Priority for these activities will be based on student engagement with healthcare and education pathways
- Research and communicate with programs in assigned regions that support students in pursuing education and healthcare careers.
- Disseminate resources and information to all partner programs

Regular programmatic meetings (10%)

- Attend weekly 1:1 meetings with Assistant Director
- Attend assigned staff, department, and school site meetings
- Facilitate (schedule, agenda creation, and lead) regular academic services meetings with key partners to assess collaborative goals in collaboration with Administrative Analyst

Administrative Duties (10%)

- Supplying documentation to Administrative Analyst, Assistant Director, and Executive Director on a bi-weekly basis in the format of template provided
- Provide monthly travel schedule one month in advance to Administrative Analyst and attend monthly reimbursement meetings
- Attend relevant national, regional, and local professional development conferences, workshops, and seminars as needed
- Documenting and researching services rendered and supplying documentation as needed to grant Executive Director

California Colleges Guidance Initiative (5%)

- Support counselors and students in utilizing platform to advise students in pursuing higher education (A-G completion, early college credit, college application completion, and FAFSA/CADAA completion)

Other duties as assigned (5%)

Minimum Qualifications:

- Bachelor's degree
- Comprehensive knowledge of college entrance requirements and processes
- Ability to manage time effectively with minimal oversight, while providing documentation of time and effort via Google Calendar
- Strong organizational skills and attention to detail.
- Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences
- Experience with public speaking and classroom management.
- Must possess a valid California driver's license and reliable transportation, as regular travel throughout the county is an expected function of the position

Preferred Qualifications:

- Priority given to applicants who have overcome barriers similar to those confronting program participants
- Experience working with ethnically and culturally diverse students, as well as first-generation, low income, and other underrepresented potential college students
- Experience developing educational content using Canvas, Google Classroom, Camtasia, Adobe products, and Google documents
- Minimum of one year of professional experience developing curriculum for middle school, high school, and/or college students, preferably for a TRIO program
- Experience with multimedia, web design, and virtual instruction platforms including video technologies
- Experience working with a team to communicate pre-college program objectives and timelines with participants, participants families, and the general public
- Knowledge and experience in applied adult learning principles
- Familiarity with Common Core College and Career Readiness Anchor Standards
- Spanish proficiency

Application Instructions: To apply submit the following items electronically to Angela Shull at ald5@humboldt.edu

- 1) Resume
- 2) Cover Letter
- 3) Three **professional** references
- 4) the [SPF Self-Identification Form for Job Applicants](#) (please download and attach to your application packet, once completed)

Application review date: Initial review **October 14th, 2025**; position 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.