

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position, it is Full-Time 12-months

Job Title: Community Connectivity Coordinator

Funding: N4996

Wage: Full Time preferred. \$26.00-\$32.00/hour depending on experience.

Project Name: RUS BTA Grant Humboldt/Trinity

Location: Hybrid work will be considered, especially if you live in one of the 23 rural communities covered in the grant. If you do not live in one of the 23 rural communities, in-person work out of the Initiatives Office in Arcata is preferred. Applicants must be willing and able to travel frequently throughout Humboldt and Trinity Counties.

Supervisor: Constance E Stewart, Principal Investigator at Cal Poly Humboldt

Essential functions of the job:

Working closely with a technical team of broadband deployment experts, the Community Connectivity Coordinator will play a pivotal role in facilitating community engagement, assisting with the creation of needs assessments, building community partnerships, and supporting grant and policy efforts across Humboldt and Trinity Counties. This position ensures that local stakeholders meaningfully participate in broadband planning and infrastructure strategy development.

This is a grant-funded position made possible by a two-year USDA-RD Technical Assistance Grant to help provide more broadband access to 23 rural communities in Humboldt and Trinity Counties.

Communities in Humboldt County include: Alderpoint, Benbow, Miranda, Myers Flat, Orick, Petrolia, Phillipsville, Redcrest, Shelter Cove, Weott and Willow Creek. Communities in Trinity County include: Burnt Ranch, Coffee Creek, Douglas City, Hayfork, Hyampom, Junction City, Lewiston, Mad River, Post Mountain, Salyer, Trinity Center and Trinity Village.

1. Community Engagement & Outreach – 65%

- Identify and recruit “community champions” in 23 rural communities.
- Plan and host both virtual and face-to face-events, workshops, and focus groups.
- Develop and disseminate materials that illustrate broadband benefits
- Assist in the collection of both qualitative and quantitative data related to infrastructure, permitting, and adoption of broadband in the 23 rural communities in Humboldt and Trinity Counties.

2. Partnership Development & Capacity Building – 15%
 - Engage civic organizations, schools, health centers, Tribal groups, emergency responders, and businesses in project awareness and policy outreach, especially in the 23 rural communities.
3. Grant Support impacting the 23 rural communities. – 5%
 - Assist in assembling letters of support and local documentation to support broadband grant proposals
 - Help develop or coordinate outreach on digital literacy and public access initiatives.
4. Administrative Coordination / Other – 15% (Other Duties as Assigned)
 - Provide logistical support (e.g., meeting coordination, data entry).
 - Participate in project communications, including stakeholder updates.

Required Qualifications:

- Demonstrated experience in outreach, community engagement, or organizing, preferably in rural or underserved areas.
- Strong oral and written communication skills, including facilitation across diverse stakeholders (residents, nonprofits, local government).
- Valid driver's license, working vehicle in good condition and ability to travel frequently within Humboldt and Trinity Counties, including for evening and weekend meetings.
- Excellent organizational skills and ability to manage multiple outreach activities simultaneously.

Preferred Qualifications:

- Bachelor's degree in community development, public policy, communications, or related field, or equivalent combination of relevant experience and training.
- Familiarity with broadband infrastructure, digital equity, rural broadband policy, or funding mechanisms.
- Experience creating educational or outreach materials (print or digital).
- Proficiency in survey design, distribution strategies, and basic data analysis

Application Instructions: To apply submit application/resume/cover letter/and three people we can contact for recommendations along with the ** [SPF Self-Identification Form for Job Applicants](#) to Kate Shea, kss8@humboldt.edu.

If you have any questions regarding this position email Kate Shea at kss8@humboldt.edu.

Application review date: Review begins September 15, 2026. 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.