

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

StartUp Humboldt Competition Program Coordinator

Location: Humboldt County, California

Position Type: Part-Time (up to 29 hours per week), Temporary: through May 2027

Compensation: \$30-\$34/hour

Program: Start Up Humboldt Competition

Reports to: NorCal SBDC Communications Manager

Position Overview

StartUp Humboldt is seeking a highly organized, collaborative and resourceful Program Coordinator to lead the day-to-day implementation of the 2026–27 StartUp Humboldt Competition, a regional business competition offering up to \$200,000 in milestone-based funding to help promising entrepreneurs launch and scale ventures across the North Coast.

This temporary position will play a central role in bringing the Competition's second cycle to life. The inaugural 2025–26 Competition established much of the framework, curriculum, judging process, event format and sponsor relationships; the new Program Coordinator will implement and refine that model through a spring 2027 Final Pitch Competition & Awards Ceremony, working with the Governing Board, former Program Coordinator, partners and established Steering Committees.

The ideal candidate is an exceptional communicator and project manager who can move comfortably between big-picture planning and detailed execution, build relationships across diverse groups, and take ownership of a dynamic initiative with many moving pieces. They should bring a genuine interest in entrepreneurship, innovation and expanding economic opportunity on the North Coast.

About StartUp Humboldt

StartUp Humboldt is an Innovation Hub uniting regional organizations committed to entrepreneurial empowerment and economic opportunity. Through collaboration among education, business support and investment partners, StartUp Humboldt works to strengthen the North Coast's entrepreneurial ecosystem and create pathways for promising ideas and companies to grow.

The StartUp Humboldt Competition is the Hub's flagship initiative, combining advanced business training, individualized mentorship, community connections and up to \$200,000 in milestone-based funding to help entrepreneurs launch and scale ventures with the potential to create living-wage jobs and drive sustainable economic growth in Humboldt County.

Key Responsibilities

Competition Management

- Manage the StartUp Humboldt Competition from pre-launch planning through applications, competitor selection, the Final Pitch Competition and post-award activities.
- Own the Competition timeline, workback plan, deadlines and key deliverables across all phases of the program.
- Maintain and refine the existing application and online competition platform, including application setup, questions and requirements, applicant communications, participant information and workflows for the 2026–27 cycle.
- Project manage semifinalist and finalist selection, including judges, evaluation materials, the established scoring rubric, timelines, communications and decision points.
- Coordinate educational programming and mentorship, including instructors, advisors, schedules, materials and participant communications.
- Oversee the Final Pitch Competition judging process, award administration and transition of winning ventures into milestone-based funding and incubation activities.
- Track participation and program outcomes for evaluation, reporting and future program development.

Committee & Partner Coordination

- Serve as a primary staff liaison among the StartUp Humboldt Competition Governing Board, consortium members, partner organizations and Steering Committees.
- Coordinate Board and committee meetings and follow-up, translate priorities into actionable plans, and provide updates and recommendations as needed.

Events & Programming

- Work with the Events Steering Committee to plan and deliver Competition events, including the fall event series, semifinalist educational programming and the Final Pitch Competition & Awards Ceremony.
- Manage event logistics such as speakers, panelists, venues, vendors, catering, registration, run-of-show documents and materials.

Marketing, Communications & Community Outreach

- Build on the existing communications framework to promote the Competition across social media, website, email and other channels.
- Create tailored pitch decks, talking points and presentation materials for community outreach and sponsorship conversations.
- Support media relations, including press releases, story pitches, reporter outreach and interviews.
- Identify outreach opportunities and represent the Competition at business, civic and community events to build awareness and attract a strong and diverse applicant pool.

Fundraising & Sponsor Stewardship

- Support the Fundraising Steering Committee by researching prospective partners and coordinating sponsor outreach, proposals and follow-up.
- Maintain sponsor relationships, including pledge documentation, commitments, recognition and agreed-upon benefits.
- Support grant and other funding opportunities as appropriate.

Program Administration

- Coordinate Competition administrative needs, including program records, contracts, invoices and purchasing, in collaboration with appropriate StartUp Humboldt and fiscal staff.
- Document key processes and lessons learned to support future Competition cycles.

Qualifications

Required

- Demonstrated experience coordinating programs, projects, events or initiatives involving multiple stakeholders.
- Exceptional organizational skills and demonstrated ability to manage overlapping deadlines, details and priorities.
- Ability to independently move projects forward while knowing when to seek input or approval.
- Excellent interpersonal skills and the ability to build productive relationships with entrepreneurs, business leaders, educators, investors, sponsors and community partners.
- Experience developing professional communications and working across digital platforms.
- Reliable transportation and ability to attend evening events and occasional meetings outside standard business hours.

Preferred

- Experience in one or more relevant areas such as entrepreneurship, economic development, event production, fundraising, marketing, public relations or community engagement.
- Confident public speaker and presenter, with the ability to effectively represent the Competition before diverse audiences.
- Familiarity with Humboldt County and the North Coast business community.

Application Procedure

Qualified applicants should submit the following items via email to careers@norcalsbdc.org

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. [Cal Poly Humboldt SPF Employee Information Form for Applicants](#)

Position will remain open until filled. Apply before 5:00 pm on October 6, 2026 to be included in the first round of application reviews.

Additional Information

This position requires regular evening and weekend commitments. This is not a state or federal position.

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.