Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Workforce and Economic Development Specialist
Location: Eureka, CA
Hours: 30-40 hours/week, Non-Exempt, 12-month position
Wage: $30.00 - $38.00/hour; depending on experience
Project Name: ADV Initiatives Research Trust (T8093)
Supervisor: Executive Director of Initiatives

Reporting to the Executive Director of Initiatives, this position is responsible for the coordination, monitoring, and providing plans for the implementation of the Department of Initiatives economic development programs and activities; performing administrative and analytical work related to coordination of public and private economic development resources leading to the enhancement of employment opportunities, health care workforce and public infrastructure; and performing related work as assigned.

Currently, this position will be a hybrid position with some telecommuting based on Cal Poly Humboldt Protocols related to COVID-19, and some in-person work. The position offers a competitive benefits package including group health, dental, and vision, and retirement after one year.

Essential functions of the job:

- Assists the Executive Director of Initiatives in planning and developing workforce and economic development projects and/or programs—including developing value chain analysis and workforce gap analysis.
- Recommends analytical techniques for data collection, gathers data; analyzes and interprets data; prepares reports and makes recommendations.
- Assesses community infrastructure, health care workforce and economic needs.
- Identifies sources of funding; works with private foundations, and federal, state and local agencies to secure funding for submitted projects; prepares grant applications and follows specified timelines and procedures to secure funding.
- Interprets state, federal and local regulations in relation to programs and projects and ensures compliance with them.
- Develops program policies and procedures.
- Assists the Executive Director of Initiatives in developing annual and multi-year economic and workforce development plans.
- Assists in planning, developing and organizing local stakeholders to support economic development and workforce development programs and projects.
- Prepares periodic and special narrative reports of program activities; prepares statistical and financial reports.
- Renders presentations to community groups and public and private agencies regarding economic development strategies and activities.
- Attends local, state and regional economic development meetings and conferences on behalf of the department.
May train staff in program, policies and procedures.
All other duties as assigned.

**Minimum Qualifications:** Education Bachelor’s Degree required and two years of professional experience in community or economic development or a related field. Three years increasingly responsible administrative support/management experience including at least one year gaining working knowledge of operational and fiscal analysis and techniques related to grants and contract management. Some experience working with policymakers is preferred.

**Knowledge, Ability, & Skills:** In past experience, the applicant shall have demonstrated:

- Needs assessment techniques, grantsmanship, and budget development.
- Principles, practices and methods used in economic development planning and budgetary analysis.
- State, federal, and local laws and regulations relating to economic development and Community Development Block Grants.
- Sources of funding for economic development, redevelopment and community development projects, programs and activities.
- Business computer applications, particularly relating to statistical analysis.
- Principles and practices of budget development and analysis.
- Current trends in the field of economic development and workforce development.
- The Workforce Investment Act.
- Collecting, evaluating, and interpreting information and data.
- Preparing applications for funding. Preparing comprehensive reports, correspondence and other written materials.
- Interpreting laws, regulations, policies and procedures.
- Exercising sound judgment within established policy guidelines.
- Coordinating multiple projects and meeting critical deadlines.
- Maintaining accurate files and records.
- Assisting in calling stakeholder meetings and preparation of agenda packets.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**Other Requirements:** Must possess a valid California driver's license.

**Application Review Date:** June 30, 2022 by 5:00pm

**Application Instructions:** Qualified applicants should submit the following via email to Kate.Sheas@humboldt.edu

1. Cover Letter
2. Résumé
3. Three professional reference contacts (phone and email)
4. SPF Self-Identification Form for Job Applicants

If you have any questions regarding this position contact Kate Shea, Assistant to the Executive Director of Initiatives at Kate.Sheas@humboldt.edu
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.

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://hraps.humboldt.edu/reasonable-accommodation. 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 Cal Poly Humboldt SPF employees who apply for this position.