

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

**Job Title:** Pathways Facilitator, Redwood Coast K-16 Redwood Coast Educational Collaborative Pathways Facilitator

**Location:** Humboldt County

**Position:** Full Time

**Wage:** \$30 per hour

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

**School Site:** Regular travel to school sites throughout Humboldt County, with preference from South Eureka to the northern and eastern borders.

**Project Name:** Redwood Coast K-16 Educational Collaborative

**Supervisor:** Executive Director, Angela Shull

**Essential functions of the job:**

The K-16 Redwood Coast Collaborative Pathways Facilitator will provide leadership to the K 12, college, and workforce partners to work with students and families for the purpose of enhancing career readiness activities by:

- Initiating and strengthening health occupation and education career clubs and dual enrollment pathways
- Providing tutoring and mentoring to students through study groups and individual lessons to identify barriers and help students develop a plan to overcome those barriers ● Providing assistance with social, emotional, and learning skill development ● Deliver workshops through the lens of career exploration and pathway completion ● Supporting school counselors with academic advising, financial aid information, and career exploration
- Documenting and researching services rendered and supplying documentation as needed to grant Executive Director
- Organizing and delivering curriculum and training materials
- Supporting students in obtaining A-G course requirements and CTE opportunities ● Coordinating field trips to post secondary campuses and scheduling guest speakers on the K-12 campuses
- Assisting with school sponsored activities such as Financial Aid Night, Back to School Nights, College Fair, and other relevant community outreach events
- Other duties as assigned that support the K-16 Initiative grant objectives That will prepare middle and high school students to succeed in both secondary and post

secondary education while learning employability skills

**Other:**

- Attend assigned staff, department, and school site meetings.
- Facilitate regular academic services meetings with key partners.
- 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).
- Attend relevant national, regional, and local professional development conferences, workshops, and seminars as needed.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree.
- Comprehensive knowledge of college entrance requirements and processes.
- 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.

**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](mailto:ald5@humboldt.edu)

- 1) Resume
- 2) Cover Letter

3) Three professional references

4) the [HSU SPF Employee Information Form for Applicants](#)

**Application review date:** Initial review **February 12th, 2024**; position 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: <https://research.humboldt.edu/employment/hiring>

For assistance with the application process, please submit an Accommodation Request Form, which can be found here (<https://forms.humboldt.edu/spf-accomodation-request-form>) 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 Humboldt SPF employees who apply for this position.