Program Assistant
This is not a state position

Location: Arcata, CA (Cal Poly Humboldt Campus Office)
Hours: Non-Exempt, 40 hours/week, 12 months/year
Wage: $20 per hour
Project Name: Northern California Procurement Technical Assistance Center (Norcal PTAC)
Supervisor: Norcal PTAC Program Director

GENERAL INFORMATION
The Northern California Procurement Technical Assistance Center (Norcal PTAC) is part of Cal Poly Humboldt's Sponsored Programs Foundation (SPF) with our headquarters located on the Cal Poly Humboldt campus in Arcata, CA. The program serves the business community in fifteen northern California counties, providing free one-on-one consulting and non-credit education. Funding for this program comes from the U.S. Department of Defense (DoD), and the California Governor's Office of Economic Development (GO-Biz). Cal Poly Humboldt has hosted the PTAC program since 2013.

Norcal PTAC's mission is to advance entrepreneurship and economic growth through procurement technical assistance for all businesses in Northern California. We help our clients identify, obtain, and perform on prime and subcontracting opportunities with local, state, tribal, and federal governments. We support all businesses in our service area, with an outreach emphasis on underserved businesses such as women, minority, LGBTQ+, and veteran-owned businesses, and businesses located in low-wealth, rural, or disaster-impacted areas.

Who YOU are:
As Norcal PTAC Program Assistant, you will help us run a program that serves as an example for other PTACs in the nation. You are a team player with a keen eye for detail and an eagerness for problem-solving. You are quick to learn new software and systems and are interested in gaining grant-funded program coordination & management experience. You can juggle many tasks, projects, and relationships at
once and display excellent time management and organizational skills. You can thrive in a small team with a high volume of communication throughout the day and can also work independently when needed. You are friendly and approachable to staff and the public.

**Location Details:**
Arcata, CA. The selected employee is expected to work in an office on Cal Poly Humboldt’s campus.

**Position Summary:**
The Program Assistant position is an hourly, 12-month position that works 40 hours/week, Monday - Friday. The job offers a competitive benefits package including group health, dental, vision, and 403b employer match. The location of this position is in-person work on Cal Poly Humboldt’s campus in Arcata, CA. While the continuation of this position is foreseen for years to come, all Norcal PTAC positions are contingent on continued federal and state funding. This is a grant-funded non-profit position, NOT a state or federal position.

Under the general supervision of the Program Director, this position will assist in planning, implementing, and managing webinars, workshops, and in-person events as well as assist with administrative and customer service-related duties as needed. The ideal candidate will have impeccable communication skills and thrive in a team environment with a high level of communication throughout the day.

**Essential Functions and Responsibilities:**

- Assist with virtual event set-up (adding events to Zoom, our website, etc.)
- Reconcile event outcomes to report to funders
- Find bid opportunities to include in our monthly newsletter (we will train you on where to look)
- Upload contract awards to our client relationship management (CRM) database
- Add open solicitations to our automated bid match system
- Reconcile backup documentation for program spending
• Track important dates and info for our team (personnel reviews, benefit accruals, birthdays, etc.)
• Maintain office supplies, equipment, and materials
• Answer our public phone line
• Assist with special projects as needed

Minimum Qualifications:
• Knowledge of professional office etiquette (In-person, virtual, phone, email, etc.)
• Intermediate Microsoft Suite skills (Word, Excel, PowerPoint)
• Intermediate Google Suite skills (Gmail, Drive, Docs, Forms, Sheets)
• Advanced planning, organization, and prioritization skills
• Excellent communication skills
• Ability to learn new software & systems quickly
• Ability to follow instructions accurately
• Ability to work both in a team as well as independently
• Ability to juggle multiple projects and meet deadlines
• Ability to sit or stand at a desk and use a computer for extended periods
• Ability to work from an office on HSU's Arcata campus
• COVID-19 vaccinated or ability to get vaccinated upon hire

Preferred Qualifications:
• Knowledge of how nonprofits operate (grants, reporting, budgets, etc.)
• Knowledge of HSU processes (Kronos, Procard, IT/ Facilities, HR and SPF)
- Knowledge of the PTAC program or partner organizations like SBDC, VBOC, WBC, etc.
- Knowledge of CRM databases such as Neoserra
- Knowledge of government procurement processes
- Intermediate WordPress website skills
- Degree in a business-related field
- Experience in administration, HR, finance, or other professional services field
- Experience working with a distributed and/or remote team

**Application Instructions**

*Application Review Date: November 7, 2022*

Review Norcal PTAC’s website – check out our “About Us” and “Our Team” pages to see if this position might be a good fit for you: [www.norcalptac.org](http://www.norcalptac.org)

Send an email to Amanda@norcalptac.org by November 7th, 2022 that includes the following four things (incomplete applications will not be considered):

1. Cover letter - For assistance read: [How to Write a Cover Letter (Plus Tips and Examples)](https://www.norcalptac.org)
2. Resume - For assistance read: [How to Make a Resume (With Examples)](https://www.norcalptac.org)
3. Three professional references
4. A completed [SPF Self-Identification Form](https://www.norcalptac.org)

**One last thing…**

We know that you are not a list of key words and qualifications. We hire real, living people who have voices, and we are excited to hear yours. If you are nervous to apply or feel you might not have all the qualifications – apply anyway! If you show that you are capable, we can teach you what you need to exceed. If you have any
questions about the application process, please reach out to us at Amanda@norcalptac.org.

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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 Humboldt SPF employees who apply for this position.