

# Cal Poly Humboldt Sponsored Programs Foundation

## Job Announcement

*This is not a state position.*

**Job Title:** Business Consultant  
**Location:** Northern CA (Beale and Travis Air Force Base)  
**Hours:** 8 – 19 hours/week  
**Wages:** \$40-50/hour, depending on experience  
**Project Name:** Northern CA Veteran's Business Outreach Center  
**Supervisor:** Norcal VBOC Program Director

### General Information:

The Northern California Veteran's Business Outreach Center (Norcal VBOC) provides entrepreneurship and business-related assistance to veterans, active duty members, members of Reserve Components of the U.S. Military and National Guard, and their spouses. The program is funded by a cooperative agreement with the U.S. Small Business Administration (SBA), and through funding from the Governor's Office of Business and Economic Development (GO-Biz). The Norcal VBOC serves the 50 northern and central counties in California, supporting their business and veteran communities with no-cost training, education, and one-on-one consulting. The Sponsored Programs Foundation of Cal Poly Humboldt is the fiscal host to the VBOC, and the employer of record. This is a 12-month hourly position.

### Position Summary:

The Norcal VBOC seeks an energetic self-starter with a passion for helping transitioning servicemembers, veteran, and veteran spouse entrepreneurs start and grow their businesses. The right individual(s) will join a team of part-time consultants who meet with clients primarily through Zoom or over the telephone. The job includes occasional travel to nearby military bases to offer "Boots to Business" trainings to transitioning servicemembers, as well as offer one-on-one advising and technical support to veterans. Successful applicants will be generalists or specialists with a background assisting companies in one or more of the following areas: business planning, financial management, access to capital, traditional and digital marketing, restaurants, franchises, manufacturing, sales, etc. Bilingual is a plus. These are not full-time positions, are not state or federal positions, and amount of contract work is variable, dependent upon client flow.

### Essential Functions & Responsibilities:

- Offer "Boots to Business" and "Boots to Business: Reboot" trainings to cohorts of transitioning servicemembers and veterans;
- Counsel small businesses on various topics in person, over the phone, via email, and using video conferencing software (Zoom);
- Assist clients with navigating required federal, state, and municipal registrations and licensing;
- Create curriculum for and deliver training workshops on various topics;
- Represent the Norcal VBOC at partner events, workshops, conferences;
- Record all interactions with clients in client tracking database;
- Hold routine monthly office hours in various locations throughout the service area;
- Perform other duties as assigned.

**Minimum Qualifications:**

- Three or more years of experience providing advising, training, or consulting businesses;
- Ability to analyze complex documents and situations and make rational judgements;
- Excellent written, verbal, listening, and interpersonal skills.

**Preferred Qualifications:**

- Prior experience working for a VBOC or other federally-funded small business assistance program;
- Prior experience working with veteran and military populations;
- Existing partnerships with Northern California business, construction, and minority organizations and/or government agencies;
- Relevant Master's degree (MBA, law or acquisition-related) from an accredited college or university.

**Application Procedure:**

Qualified applicants should submit the following via email to [careers@norcalsbdc.org](mailto:careers@norcalsbdc.org):

1. Cover letter
2. Résumé
3. Description of specialty business expertise
4. Three professional reference contacts
5. [SPF Self-Identification Form](#)

**Incomplete application procedures will not be considered.**

**Application Review Date: April 22<sup>nd</sup>, 2022. Position will be 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 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 HSU Human Resources website at <http://www.humboldt.edu/huhr>. 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.