



Basic Needs Program Coordinator Wellness and Health Promotion Student and Campus Life

Position Summary

The Basic Needs Program Coordinator provides administrative, programmatic, and technical oversight in support of Food Security Initiatives and assists with Basic Needs Initiatives at Seattle University as part of the mission of Wellness and Health Promotion, which is to enhance the health and well-being of the Seattle University community by promoting healthy and sustainable behavior change and supporting good health practices through education, prevention, collaboration, and peer support.

Wellness and Health Promotion exists to assess and address the health and wellness needs of all students. Physical wellness, mental health, substance use, healthy relationships, and access to basic needs such as food, are areas of focus that guide our work.

The Basic Needs Program Coordinator will manage the SU Food Pantry, assist in the development of services, programs, and events related to food security and basic needs on campus. This role will coordinate with campus and community organizations to navigate resources for students that promote student success, retention, and completion.

Please note: While significant training will be provided upon hire, this role will benefit from an individual with a foundational understanding of preexisting systems that influence an individual's access to food and other necessities.

Anticipated Learning Opportunities

After serving in this position, the Food Security Coordinator will be able to:

- Effectively manage a cooperative and functional team.
- Design wellness education curricula to meet the needs of a diverse campus population.
- Apply relevant social justice and higher education principles.
- Synthesize campus and public health data into actionable campus activities, events, and educational programs.
- Evaluate learning and programmatic outcomes to inform data-driven decision-making.

Essential Responsibilities

Pantry management

- Hire, train, motivate, supervise, and evaluate paid undergraduate staff and volunteers.
- Coordinate schedules to ensure adequate support for all pantry operations.
- Coordinate pantry supply orders and collect and validate invoices.
- Maintain sustainable inventory tracking system.
- Pickup, receive and record food donations.

- Utilize FIFO (First in, first out) inventory practices to ensure food quality and minimize waste.
- Organize and oversee the food distribution process with the help of paid employees and volunteers.
- Work to maintain relationships with volunteers.
- Maintain a clean, well ordered food pantry, following all food safety policies and procedures.
- Manage essential pantry operations including ordering, inventory, advertisement, and scheduling.
- Assist the Associate Director of Student Care & Support with year- end budget process for pantry operations.
- Serve as a liaison for on campus partners for the Food Recovery Program such as MOSAIC Center and Chartwells.

Direct Student Support

- Refers students to the appropriate intervention(s) for basic needs including referral to the Associate Director for Student Care & Support as well as other Wellness referrals.
- Coordinates educational efforts for basic needs alongside the Associate Direct for Student Care and Support including social media posts, advertisements, and educational events such as tabling.
- Maintains an up-to-date pantry user and basic needs contact list and sends accurate, and informed messages when necessary.
- Develops and maintains a monthly Basic Needs Newsletter.

Programming and Training

- Work in collaboration with the Associate Director for Student Care and Support to develop resources, programs, events, and services for students that remove barriers that limit access to food and basic needs.
- Educate and train Health and Wellness Crew Team about food justice.
- Support annual Food Justice Summit

Administration

- Represent Wellness and Health Promotion in various capacities including on committees, events, social media and messaging.
- Maintain a current and dynamic social media and web presence.
- Participate in departmental strategic planning and assessment efforts.
- Research relevant food security resources, disseminating accurate and timely information in coordination with the Associate Director of Student Care & Support.
- Other duties as assigned.

Anticipated Work Schedule

This is a 9-month position from late-August through mid-June. The Basic Needs Program Coordinator will work an average of 20 hours per week and the typical schedule is 4 days per week for 5 hours. This role will require some nights and weekends.

Minimum Qualifications and Skills

- Demonstrated success working with marginalized students.
- Expressed commitment to social justice with demonstrated ability to critique, analyze, and apply social justice principles to departmental initiatives.
- This position requires walking, standing, sitting, and lifting boxes up to 30 lbs., and the ability to work a flexible schedule including evenings and weekends.
- Exceptional written and verbal communication skills
- Ability to problem solve various issues related to the food pantry.
- Ability to deliver services to those that need compassion, clear boundaries, and exceptional communication.
- Comfortable managing technical systems for the pantry including Connect SU, MS Teams, Excel, and Microsoft Word.
- Comfort facilitating complex issues to diverse audiences with care and sensitivity.
- Serve as a positive, engaged member of a small team with the ability to work independently and manage others.
- Sustain a visible presence through regularly scheduled office hours (20/wk.), event attendance, and responding to correspondence in a timely manner.
- Possess an interest in wellness and health topics including food security, mental health, sexual education, and substance use.

Preferred Qualifications and Skills

- Spanish language skills are a plus.
- Food Service experience
- Experience developing programming for student populations including BIPOC students, gender non-conforming and LGBTQ+, first generation college students, and/or student veterans.
- Experience developing and adapting educational/scientific information into creative and interactive educational programming.

Supervisor Contact Information

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