

**Coordinator, Food Access
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257477>

Downloaded On: Jun. 1, 2025 2:27am

Posted May 29, 2025, set to expire Nov. 29, 2025

Job Title Coordinator, Food Access
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted May 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Coordinator, Food Access

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

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Job Posting Title:

Coordinator, Food Access

Job Description Summary:

The Coordinator, Food Access plays a key role in expanding equitable food access across all campuses within the ACC District. This position leads the setup, coordination, and ongoing operation of campus food pantries, ensuring services are responsive to the unique needs of students, faculty, and staff at each location. The Coordinator collaborates with internal departments and community-based organizations to align service hours, plan food-related events, and support the evolving basic needs of the college community. This role contributes to the district's broader Basic Needs Systems by addressing food insecurity through sustainable, inclusive, and student-centered approaches that strengthen access to essential resources for students and their families.

Job Description:

Description of Duties and Tasks

Program Development and Operations

- Establish, operate, and monitor food pantries across all ACC campuses in alignment with local needs.
- Coordinate logistics including storage, inventory, food sourcing, staffing, and distribution schedules.
- Develop and implement operational protocols to ensure consistency and quality of service delivery.

Needs Assessment and Scheduling

- Conduct periodic assessments of student and campus food needs through data collection and stakeholder input. Collaborate with campus leadership, student services, and support teams to determine operating hours and events event schedules and service improvements.
- Adjust offerings based on usage patterns and student feedback.

Event Coordination and Outreach

- Plan and coordinate food-related programs including food distributions, workshops, and awareness events.

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- Partner with student organizations, community partners, and faculty to promote participation and engagement.
- Develop outreach strategies to inform students, faculty, and staff about available food access services.

Partnership and Community Engagement

- Collaborate with internal departments to source food, funding, and volunteers.
- Serve as liaison between ACC campuses and local food banks, nonprofits, and government agencies. Leverage partnerships to enhance available services, such as sourcing culturally appropriate food and connecting students with additional resources.

Data Collection and Reporting

- Maintain accurate records on pantry inventory usage statistics, and event participation.
- Analyze data to identify trends, support strategic planning, and prepare reports for internal and external stakeholders.
- Assist with funding and grant reporting requirements.

Training and Volunteer Coordination

- Recruit, train, and supervise student and staff volunteers supporting food pantry operations and events.
- Develop training materials and guidelines to ensure consistency service delivery.
- Encourage student participation and leadership in food access initiatives.

Resource Development and Student Support Integration

- Support the development of tools, outreach materials, and systems to expand access to essential student resources.
- Coordinate communications related to food programs and collaborate on website, social media, and email content.
- Contribute to outreach events, orientations, and presentations to raise awareness of food access and basic needs services.

Knowledge

- Volunteer management and event planning.

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- Principles of data collection, analysis, and reporting.
- Community engagement, public service programs, and outreach principles.
- Understanding of basic needs and its impact on student success.
- Knowledge of food access operations, inventory systems, and food safety standards. Familiarity with higher education systems, student support services, and resource coordination.

Skills

- Building relationships with internal teams and external partners.
- Communicating effectively both verbally and in writing.
- Strong organizational and project management skills.
- Ability to coordinate logistics across multiple sites and teams.
- Comfort with public speaking, workshop facilitation, and community engagement.
- Maintaining confidentiality and handling sensitive information.

Technology Skills

- Proficiency in inventory management and data tracking software.
- Competence in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Workspace.
- Familiarity with outreach tools, scheduling platforms, and communication systems.
- Basic data analysis and reporting skills.
- Ability to create and update content on websites and social media platforms.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Three years of experience in food access, social services, nonprofit operations, or student support services.
- Experience coordinating programs, services, or community-based events.
- Experience managing food pantries or working with food banks.
- Experience in higher education or student affairs.
- Familiarity with grant reporting and resource development.

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Required Education

- Bachelor's degree.
- An associate degree and two additional years of relevant work experience may substitute for the bachelor's degree requirement.

Preferred Education

- Master's degree in Public Health, Social Work, Nutrition, Higher Education, or a related field.

Other Preferred Qualifications

- Spanish, Vietnamese, or American Sign Language fluency preferred.

Special Requirements

- Reliable transportation to travel between ACC campuses and local partners.
- Occasional evening or weekend hours for special events or food distribution activities.

Physical Requirements

- Work is performed in both office and campus environments, including food pantry settings.
- Frequent walking, lifting (up to 30 pounds), bending, and moving supplies.
- Travel between campuses to support ongoing operation of campus food pantries.

Safety

- Follow all food safety protocols during handling, storage, and distribution.
- Ensure that food pantry environments are accessible, clean, and compliant with safety guidelines.
- Work safely and follow safety rules.
- Report unsafe working conditions and behavior.
- Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$51,822 - \$64,777

Number of Openings:

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1

Job Posting Close Date:

June 5, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Coordinator--Food-Access_R-7756

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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