

**Basic Needs Coordinator
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=261513>

Downloaded On: Aug. 22, 2025 4:15pm

Posted Aug. 22, 2025, set to expire Sep. 10, 2025

Job Title Basic Needs Coordinator
Department Student Affairs
Institution Cabrillo College
Aptos, California

Date Posted Aug. 22, 2025

Application Deadline 09/10/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Student Affairs

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Job Description

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Basic Needs Coordinator

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02042

Closing: 9/10/2025 11:59 PM Pacific

Location: Aptos/Watsonville, CA

Department:

Basic Needs Coordinator Cabrillo College

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Student Affairs

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, twelve (12) months per year, categorically/grant funded, Basic Needs Coordinator** plans, develops and coordinates services for students with housing and food insecurities by delivering essential services through the Nourishment & Essential Support Team (NEST); provides support to individual students and is responsible for day-to-day operations at both the **Aptos and Watsonville campus locations** of the NEST, providing intake, referral, and case coordination services. The Basic Needs Coordinator also performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range:\$5,553to \$6,428per month;plus 5% annual increases up to step 7. The maximum initial salary step placement on the[classified salary schedule](#) is step 4. This is a full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits:

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Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, develops and implements the NEST programs and initiatives; administers and participates in developing and evaluating plans, work processes, systems and procedures to achieve annual component goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
- Coordinates communication among departments in response to students in crisis or requiring intervention; reaches out to assigned students; refers assigned students to on-campus and off-campus programs and departments, counselors, mental health services and/or community resources; notifies law enforcement, Child Protective Services and other county services as

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needed.

- Develops and oversees the delivery of daily operations of the NEST resource center, including inventory and student sign-ins; coordinates the work of student workers and hourly staff to operate food pantries, hot meal voucher distribution, recurring fresh food markets twice a month with Second Harvest Food Bank and other resources.
- Plans, develops and implements programs to address student housing and food insecurities; assists students with identifying wraparound services and strategies to maintain housing and gain access to food; coordinates on-campus resources for food pantries/markets and coordinates food donations; coordinates services with community agencies; acts as dedicated Homeless Student Liaison as assigned.
- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified and student staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

OTHER DUTIES

- May serve on a variety of District committees to participate in program planning/development and to identify resources that support students.
- Assist students to complete the Basic Needs Referral Forms. .
- Coordinates planning and implementation of resource fairs, and representation at various campus events.
- Generates reports in compliance with state and federal regulations, coordinates the daily operation of a resource program, track and expend funds within budgetary guidelines.
- Performs related duties as assigned.

Minimum Qualifications

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff, **AND**
- Graduation from an accredited four-year college with a bachelor's degree and major coursework in business administration, public administration, psychology, social sciences or a related field, **AND**
- At least five years of progressively responsible experience in student services, at least two of which were supporting at-risk student programs and activities; **OR**
- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District and student support goals, objectives, policies, procedures and practices.
- Principles, practices and techniques of program development and administration, particularly as they relate to student intervention, student retention and Guided Pathways programs.
- Recent developments, research methods, current literature and sources of information related to assigned program area needs, services and administration.
- District and community resources including governmental, community, and social service organizations and their functions.
- Common issues and challenges facing a diverse population of community college students.
- Principles and practices of public administration, including budgeting, purchasing, contract administration and maintaining public records.
- Student recordkeeping practices and procedures for processing and reporting student data.
- Research methods and analysis techniques.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Applicable sections of the California Education Code, Title V and other applicable federal, state and local laws, rules and regulations.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.

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- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements

Skills and Abilities to:

- Plan, organize and implement a multi-component student support program.
- Identify and respond to complex student concerns and needs, identify appropriate support programs and resources, and advocate effectively for students.
- Exercise tact and diplomacy in dealing with sensitive and confidential student situations and problems.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations on complex student issues in accordance with laws, regulations, rules and policies.
- Work collaboratively with the community and provide counsel on student support.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of District and student files and records.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Represent the District effectively in public settings and one-on-one with students, community groups, other colleges and the public on a variety of subjects.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

DESIRED

Bilingual and Biliterate in Spanish and English

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Location of Position:

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This position will spend time on both the Aptos and Watsonville Campuses.

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. (Encouraged but not required) Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. **Selected applicants will be required to pass a bilingual/biliterate test prior to being hired.** A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

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Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5033059/basic-needs-coordinator>

Contact Information

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

Contact

Student Affairs
Cabrillo College

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