



JOB DESCRIPTION

TITLE: Food & Basic Needs Coordinator

DEPT: Student Affairs

REPORTS TO: VP of Student Affairs

FLSA: Non-Exempt

SALARY: \$45,000 – \$55,000

POSITION SUMMARY:

This Coordinator supports the holistic well-being of the Heritage University campus community by ensuring equitable access to food, clothing, and essential resources. The coordinator oversees Eagles Market food pantries at two locations, Toppenish and Kennewick, and the professional clothing closet, Heritage Boutique. Manage relationships with food banks and community partners and connect students and families to services addressing basic needs including housing, financial assistance, and transportation. Working alongside Student Affairs staff with a high degree of independence, the coordinator develops and expands programs that are grounded in dignity, equity, and a commitment to serving the whole person.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Continuously assess the food and other basic needs of the campus community, including students' families across all university locations, and use findings to guide pantry operations and service priorities.
5. Coordinate with OIC, Yakama Nation Farms, Northwest Harvest, and other providers to establish and maintain regular deliveries of food and essential products that meet the needs of the Heritage University campus community.
6. Maintain and manage pantry inventory to minimize both shortages and spoilage. Ensure compliance with TEFAP requirements and any other applicable guidelines and regulations.
7. Manage the Heritage Boutique, a professional clothing closet that provides students with access to appropriate workplace attire. Responsibilities include maintaining inventory, coordinating donations, and ensuring the space operates in a manner that is welcoming and affirms the dignity of all who use it.
8. Communicate the availability of basic needs resources, including food, clothing, and household essential items, to the campus community and conduct proactive outreach to ensure equitable, broad access to those resources in a manner that upholds the dignity of all individuals served.
9. Recruit, train, and coordinate volunteers to support pantry operations, increase hours of distribution, and outreach activities. Foster a welcoming and mission-aligned volunteer culture that reflects the dignity and respect extended to all those served.

10. Develop and deliver programming alongside distribution that connects students and families to essential resources addressing basic needs. This includes maintaining a current directory of social services and providing referrals and navigation support for housing and utility assistance, health and nutrition assistance, and transportation resources, etc.
11. Participate in staff meetings with the Office of Student Affairs and other university-wide meetings to support communication, collaboration, and outreach efforts.
12. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A bachelor's degree in public health, Community Health, Nutrition, Dietetics, Social Work, or a related field is preferred. Candidates with a minimum of three years of higher education in a related field — including those enrolled in their final year of a bachelor's program — or an equivalent combination of education and relevant work experience, are also encouraged to apply.
- Demonstrated understanding of, or lived or professional experience with, the challenges faced by individuals experiencing poverty or food insecurity.
- Demonstrated ability to work effectively with diverse populations across a wide range of backgrounds and needs.
- Ability to work both independently and collaboratively in a team environment, maintaining a courteous, skilled, and positive approach with a wide variety of internal and external stakeholders.
- Strong written and verbal communication skills, with the ability to convey information clearly and accessibly to varied audiences.
- Ability to establish and maintain effective working relationships with staff and leadership at all levels.
- High attention to detail with a commitment to accuracy, completeness, and consistency in all aspects of work.
- Bilingual in English/Spanish strongly preferred.
- Ability to lift, move, and carry up to 50 pounds.
- Valid Washington State Driver's License and proof of insurance.
- Ability to travel between campus locations.
- Availability for some evening and weekend work as needed.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk; sit for long periods of time; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25-50 pounds and push, pull, or drag approximately 40 pounds.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE:

Applications-Required information please include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: [HU Application](#)

Review of *complete applications submitted*, with the listed above, will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and comply with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.