CLASSIFIED JOB DESCRIPTION

Coordinator/Basic Needs
(SEIU Salary Range 95)
Job Code: 001

CLASS PURPOSE

Under the direction of the Director of Student Activities & Campus Life, the Coordinator of Basic Needs will plan, organize, and direct operation/activities related to Basic Needs Program. This position serves as a resource to students and employees regarding students' basic needs, and coordinates with community organizations to obtain resources for students and to promote student success, retention and completion by removing barriers to their education.

WORK SCHEDULE:

This is normal full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinate the daily operations and activities of the Basic Needs Program.

- Trains and supervises student employees, prepares employment documents, may review student time sheets, coordinates and prepares work schedules for staffing coverage.

- Coordinate college wide food pantry services; order, receive, stock and distribute food order items; maintain food quality controls.

- Provide guidance and referrals to CalFresh; interpret and explain program applications, policies, and requirements.

- Plan and organize workshops, class presentations, meetings, and other activities related to the basic needs program area.

- Develop budget expenditures and projections with administrator. Monitor and track program budget, maintain budget files, prepare reports and record budgetary activities for management.

- Coordinate outreach for the Basic Needs Program; encourage engagement and participation from Black, Indigenous, People of Color, and other marginalized student communities; identify other marginalized students for enrollment in the program.

- Create informational and presentation materials that are culturally affirming and relevant to be used for outreach activities by the Basic Needs program.

- Work with assigned administrator to establish contacts and build partnerships with community-based organizations.

- Serve as liaison between program personnel, participants, clients, administrators, faculty and students; program requirements and other pertinent information.

- Collaborate with staff and faculty to identify gaps in services and develop strategies on meeting the basic needs of students, and to promote the program and increase awareness of the services and activities provided by the Basic Needs program.

- Maintain yearly master calendar of events, activities, and workshops related to assigned services; communicate with others of essential timelines.

- Evaluates policies, procedures and practices for accomplishing Basic Needs objectives

- Works with assigned administrator to coordinate the preparation of annual and biannual reports to meet college, District and State requirements and compliance (e.g. APU, Unit Plans, and Annual Program Reviews).

- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited university or college in a discipline related to the assignment and four (4) years of related experience; or an equivalent combination of education and qualifying professional experience that would provide the knowledge, skills and abilities needed to fulfill the duties assigned to the position.

2. Understanding of sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Experience and/or knowledge of program administration in the California Community College System.

Knowledge of:
- Principles for creating an environment where students are included and belong.
- Racial equity & principles of AntiRacism and their connections to Basic Needs and student success.
- Principles and practices of effective supervision of others.
- Program evaluation techniques and methodology.
- Laws, regulations and guidelines that govern administration of activity of assignment.

Ability to:
- Plan, organize, and schedule the work of others.
- Train, evaluate, and supervise staff.
- Interpret laws and regulations, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
- Prepare and maintain accurate records and reports.

- Communicate effectively, both orally and in writing.
- Maintain social media presence.
- Bilingual

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.
- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and for color.
- Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

TOOLS AND EQUIPMENT USED

- Ability to obtain food handling license.

Revised: