



**Position Announcement**  
**Sustainable Food Center**  
**Central Texas Outreach and Engagement Coordinator**

SFC is seeking a dynamic, community-centered Central Texas Outreach and Engagement Coordinator to support our programmatic work across the Central Texas region. This role plans and implements community engagement and outreach activities across programs, helping to expand awareness, strengthen participation, and deepen impact. Reporting to the Community Engagement Manager, the Coordinator will organize outreach efforts, identify and cultivate program champions, conduct direct-to-consumer marketing, and ensure accurate collection and entry of qualitative and quantitative data. The ideal candidate is an excellent communicator who thrives in diverse, multilingual community settings and brings strong organizational skills with fast, detail-oriented data entry.

This is an outward-facing position that regularly represents SFC at community events and partner sites and requires working Saturdays. The Coordinator will build relationships with participants and community partners, support outreach campaigns, and provide excellent customer service to program participants. While the Senior Community Engagement Specialist leads overall engagement strategy and key partnerships, and the Community Engagement Manager oversees execution of outreach and customer engagement tactics, this role is essential to implementing day-to-day activities and ensuring outreach efforts are delivered effectively and equitably. We're looking for someone who is proactive, collaborative, and committed to advancing access to healthy food in Central Texas.

**Organization:** Founded in 1993, with roots dating back to 1975 as Austin Community Gardens, Sustainable Food Center (SFC) is involved in every step of our local, Central Texas, food system. Our mission is to transform the food system to nourish our health, land and livelihood.

**Why work at SFC?**

At SFC, we are passionate about our work and share a commitment to expanding access to locally grown food raised with integrity and care, for all members of our community. Join us if you are driven to build and create lasting change that supports people and the planet.

**We're on a journey**

*SFC is an equal opportunity employer and values diversity on our staff and in our community. We strive to create a workplace that reflects the communities we serve and where everyone feels comfortable bringing their full, authentic selves to work. To that end, we have organized multiple all-staff trainings, created internal working groups that celebrate our diverse community, and integrated equity principles into every aspect of our work.*

*We uphold the following Core Values.*

**Integrity:** We take pride in what we do and hold ourselves accountable to one another and the communities we serve by being transparent, following through on commitments, and communicating outcomes to all stakeholders.

**Courage:** We lead the way in transforming our food system by taking risks and implementing innovative approaches to achieve our vision. We embody a growth mindset and view setbacks as opportunities to learn and deepen our

collaboration with others.

**Equity:** We are working every day to ensure the right of all people to access, grow, and consume nutritious and culturally relevant food. We acknowledge that our food system has been built on systems of oppression and prioritize serving marginalized communities and promoting inclusion through our work.

**Community:** We center the voices, priorities, and wellbeing of the communities we serve in our work. We elevate community member input by providing open channels for feedback and collaboration.

**Job Description:**

*This is a full-time position at 40 hours per week.*

The Central Texas Outreach and Engagement Coordinator supports SFC's programmatic work in the Central Texas region by planning and implementing community engagement and outreach activities across programs. Reporting to the Outreach and Community Engagement Manager, the role includes coordinating outreach efforts, identifying potential program champions, engaging in direct-to-consumer marketing to increase program awareness and participation, and tracking activities through accurate collection and entry of qualitative and quantitative data. Strong communication skills in diverse, multilingual community settings and fast, accurate data entry are essential for success in this role.

This is an outward-facing position that requires working Saturdays, conducting events with community partners, and externally representing SFC within the community. While the Senior Community Engagement Specialist leads overall engagement strategy and key partnerships, the Outreach and Community Engagement Manager manage the execution of outreach efforts & customer engagement tactics. The Central Texas Outreach and Engagement Coordinator is responsible for assisting with day-to-day activities, implementing outreach efforts for program participants with attention to excellent customer service.

**What you'll do:**

- Plan and coordinate outreach and direct-to-consumer marketing activities, including public events like tabling and recipe samplings.
- Assist in developing bilingual outreach and engagement materials for SFC programs, especially nutrition incentive initiatives.
- Track, input, and manage qualitative and quantitative program data.
- Compile reports summarizing outreach activities, community interactions, and engagement metrics.
- Co-present program information to community members, partners, and organizations.
- Document participant feedback, needs, and successful community strategies.
- Support Help Desk operations, internal meetings, and other programmatic duties as needed.

**About you:**

You are organized, dependable, and energized by working directly with community members. You communicate clearly, adapt easily in diverse and multilingual settings, and take pride in delivering excellent customer service. Whether tabling at an event, supporting Help Desk inquiries, or co-presenting to partners, you represent the organization with professionalism and respect.

You're detail-oriented and comfortable managing data, tracking outreach activities, and juggling multiple priorities in a fast-paced environment. With experience in program coordination or community-based work, you take initiative, follow through on commitments, and contribute positively to a collaborative team focused on expanding access and engagement across Central Texas.

*You will also bring expertise and demonstrated capacity in:*

**Skills:**

- Strong community and client relations skills
- Demonstrated track record of initiating, prioritizing, and seeing tasks through to completion.
- Demonstrated track record of coordinating across multiple projects in a fast-paced, dynamic environment.
- Attention to detail and accuracy while focusing on overall project deliverables
- Strong written/oral communication skills
- MS Office applications, including Excel and Word

**Qualifications**

- The position requires **1–2 years of experience** in program coordination, preferably related to public health, agriculture, or food access.
- Strong proficiency in English is required for this role, particularly to provide effective Help Desk support. Spanish language skills are preferred but not required. Spanish proficiency may enhance team collaboration and support our ability to serve users with varying language needs.
- Experience with data entry and data management

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your skills, experience, and alignment with the role. If you do not have some of the listed qualifications, or you need accommodations to perform your job duties please reach out!

Sustainable Food Center offers an excellent work environment, competitive salaries, full coverage health insurance, 403b matching after first year of employment, generous time off, hybrid work environment and a flexible schedule. The starting salary for this position is \$50,000. Starting salary will be influenced by applicant's qualifications and budget considerations. The position is available starting **June 1, 2026**.

**To Apply:** Please submit your résumé, cover letter, and three references to [careers@sustainablefoodcenter.org](mailto:careers@sustainablefoodcenter.org). Use subject title: **Central Texas Outreach and Engagement Coordinator**. In your cover letter, tell us about your lived experience working with diverse communities. No phone calls accepted or returned.