



Job Title: Education Coordinator – Central Texas

Department: Food Access and Education

Reports To: Education Manager

Organization: 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.

About 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, Courage, Equity and Community

- *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.*



About the Role

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

The Education Coordinator for the Central Texas region provides coordination, implementation, and support for all activities of SFC's bilingual cooking and nutrition education program, The Happy Kitchen/La Cocina Alegre® (THK/LCA), in Central Texas (office in Austin). The coordinator is responsible for the full execution of THK classes in the community, which includes identifying and developing host site partnerships, scheduling classes, participant recruitment and engagement, facilitator coordination, class preparation, and on-site implementation. The coordinator works closely with the Education team and community partners to ensure classes are effectively planned, implemented, and supported. The coordinator conducts outreach and marketing for classes and manages primarily the English-language facilitator team in Central Texas. In collaboration with the Education team and the Community Engagement Team, the coordinator supports the development and maintenance of community partnerships to provide classes throughout Central Texas, including Travis, Williamson, and Bastrop counties. The coordinator sets and carries out work plans, collects and reports data, designs and distributes promotional materials, assists with development activities, and participates in programmatic and organizational planning and team building. This is both an internal administrative and outward facing position that requires occasionally working in the evening and on weekends.

What you'll do:

- Coordinates primarily, but not exclusively, English-language education classes, including site recruitment, class scheduling, facilitator scheduling, class preparation, participant outreach and engagement, and class set up in our Central Texas service area including Travis, Williamson, and Bastrop Counties, among others.
- Recruits, manages, trains, and supports the Central Texas peer facilitation team.
- Conducts and maintains inventory of class materials and equipment.
- Collaborates with SFC teams and partner organizations to market and promote classes, including development and distribution of promotional materials.
- Supports participant recruitment and retention by building relationships and maintaining communication with community members and partners.
- Manages program data including data collection, timely data entry, data organization, and tracking of participation and program outcomes.



- Maintains program contacts, including facilitators, host sites, and all participants, in our customer relationship management software.
- Represents SFC in the community; forms and maintains community partner relationships in support of SFC and THK/LCA operations.
- Supervises a part-time Education Associate, who assists in program organization, administrative tasks, and data entry.
- Assists with strategic and grant-related priorities as directed, like focus groups, listening sessions, and local procurement for THK/LCA classes.
- Contributes to planning at the project, program, and organizational levels.
- Participates in SFC's internal workgroups.
- Other programmatic duties as assigned.

About you:

You enjoy working collaboratively in a team setting and have the skills to build long-term relationships with community members and partners. You have strong social-emotional skills in key areas, including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. You are confident in engaging with individuals of diverse cultural backgrounds. You can create a detailed plan but know how to be flexible and creative if the situation calls for it. You have a working knowledge of food and nutrition. You are passionate about addressing complex social issues with an equity and justice focus and creating welcoming, accessible, and inclusive learning environments for community members.

Education and Qualifications:

- 1-2 years of experience in program coordination required, preferably related to the areas of cooking, health, nutrition, or agriculture.
- Experience working in low-income and multi-cultural settings.
- Experience providing training or technical assistance.
- Experience with data entry, analysis, and reporting.
- Strong work ethic, attention to detail, and team spirit.

Skills:

- Written/oral communication
- Strong interpersonal skills
- Administrative skills, including organization and tracking tasks and activities
- Teamwork, including communicating consistently within and across teams.
- Bilingual (English/Spanish), preferred



- MS Office applications, including Excel, Word, and Outlook
- Basic design software (e.g., Canva)
- Community engagement/relationship building

Working Conditions: This position requires travel, up to 40% of the time, throughout Central Texas, as well as occasional weekend work hours and in-person visits to host sites. Employee must have reliable transportation. This is a hybrid position with days worked from home and in the office environment.

Physical Requirements: While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 40 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Sustainable Food Center offers an excellent work environment, competitive salaries, full coverage health insurance, 401k 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.

To Apply: Please submit your resumé, cover letter, and three references to Lizzeth Escalera, Education Manager, at lescalera@sustainablefoodcenter.org. Use subject title: "The Happy Kitchen Coordinator CTX". In your cover letter, tell us about your lived experience working with diverse communities. No phone calls accepted or returned.