Job Title: Program Coordinator – East Texas
Department: Food Access and Education
Reports To: Regional Program 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.*

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

The Program Coordinator supports the coordination and delivery of SFC's bilingual cooking and nutrition education program, The Happy Kitchen/La Cocina Alegre® (THK/LCA), in the Houston-metro area. Working closely with the East Texas Regional Program Manager, the Coordinator manages day-to-day class logistics, facilitator recruitment and training, outreach events, and community partnerships, while supervising the Part-Time East Texas Program Associate. This is both an internal administrative and outward-facing position that requires strong communication, organization, and relationship-building skills, as well as regular presence at community sites and occasional evening and weekend availability.

Job Duties:

- Coordinates English and Spanish THK/LCA classes in the Houston metro area, including site recruitment, class scheduling, facilitator scheduling, class preparation, participant outreach and engagement, and class set-up.
- Recruits, trains, manages, and supports the Houston/East Texas peer facilitation team.
- Conducts and maintains inventory of class materials and equipment, supporting logistics for ingredient procurement in collaboration with the Education team and facilitators.
- Collaborates with SFC teams and partner organizations to market and promote SFC programming in the Houston area, 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 timely data entry, tracking of participation and program outcomes, and maintaining accurate records in SFC's CRM and data systems.
- Maintains program contacts, including facilitators, host sites, and all participants, in our customer relationship management software; ensures program contacts are shared with other SFC staff.
- Supports outreach and promotion for SFC programming in the Houston and East Texas area, including Probaditas (recipe sampling) events at farmers' markets, grocery stores, and community sites in collaboration with the Regional Manager
- Builds and maintains community partnerships in the Houston area, representing SFC with local organizations and stakeholders, and sharing partnership contacts with other SFC staff.
- Attends community events and participates in external community-based workgroups as needed, supporting partner programming and collaborating with other organizations to meet community needs.
- Supervises and supports the part-time Program Associate, who assists in program organization, THK/LCA class administration, recipe samplings, administrative tasks, and data entry.
- Assists with strategic and grant-related priorities as directed, such as focus groups, listening sessions, and local procurement for THK/LCA classes.
- Assists the Manager in collecting participant impact stories and ongoing feedback and shares with SFC teams for development, communications, and program improvement.
- 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 collaborating in a team and have the skills to build long-term relationships with community members and partners. You lead with empathy and take a person-centered approach to understanding and supporting community health and food access. You have strong social-emotional skills, including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. You have a heart for serving people from a multitude of cultural backgrounds and are confident

engaging across different communities. You have a working knowledge of food and nutrition. You consider systems-level approaches and bring a start-up mindset to process development and improvements in a region new to SFC programming. You can create a detailed plan while staying flexible and creative when the situation calls for it. You are passionate about addressing complex social issues with an equity and justice focus, and you can articulate why the mission of SFC and the work of The Happy Kitchen / La Cocina Alegre matter to you.

Qualifications:

- 1-2 years of experience in program coordination required, preferably related to the areas of cooking, public health, nutrition, community education, or agriculture
- Experience working in low-income and multicultural settings; lived experience in or strong ties to the communities SFC serves is a plus.
- Prior experience supervising or mentoring staff or volunteers preferred.
- Knowledge of evidence-based nutrition principles; Registered Dietitian (RD) credential preferred
- Experience providing training or technical assistance
- Experience with data entry
- Experience using Microsoft OneDrive or Google Drive for team collaboration

Skills

- Written/Oral communication
- Bilingual (English/Spanish) written and verbal communication, strongly preferred
- MS Office applications, including Excel, Word, and Outlook
- Basic design software (e.g., Canva)
- Project management tools (e.g., Asana, Slack), preferred
- EveryAction or similar CRM software, preferred
- Community engagement/relationship building
- Experience working with different communication styles.

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 November 15, 2026.

To Apply: Please submit your résumé, cover letter, and three references to nletton@sustainablefoodcenter.org. Use the subject line: "ETX Program Coordinator". In your cover letter, tell us about your lived experience working with diverse communities. No phone calls accepted or returned.

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!