

**Basic Needs Program Coordinator
Wellness and Health Promotion
Student and Campus Life**

Position Summary

The Basic Needs Program Coordinator provides administrative, programmatic, and technical oversight in support of Food Security Initiatives and assists with Basic Needs Initiatives at Seattle University as part of the mission of Wellness and Health Promotion, which is to enhance the health and well-

- Utilize FIFO (First in, first out) inventory practices to ensure food quality and minimize waste.
- Organize and oversee the food distribution process with the help of paid employees and volunteers.
- Work to maintain relationships with volunteers.
- Maintain a clean, well ordered food pantry, following all food safety policies and procedures.
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- Demonstrated success working with marginalized students.
- Expressed commitment to social justice with demonstrated ability to critique, analyze, and