

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED  
MANAGEMENT/SUPERVISORY**

**CLASS TITLE: COORDINATOR – EQUITY,  
DIVERSITY, & CULTURAL  
COMPETENCY**

**SALARY TABLE: 30**

**SALARY RANGE: 140**

**BASIC FUNCTION:** Under the direction of the Director of Equity, Diversity and Cultural Competency, coordinate the college's Food Pantry and Tiffany's Closet and oversee Student Program Advisors and programming in the Umoja Center and the Center for Equity and Social Justice and fulfill related administrative duties, in the management of these programs, as required. Additionally, work in collaboration with other programs to address equity related programming.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Oversee equity programming and services, budgeting and program planning, for Umoja, Center for Equity and Social Justice, the Food Pantry and Tiffany's Closet.

Oversee program review and planning for equity-related programs.

Coordinate the SBCC Food Pantry in cooperation with the Director of Equity, Diversity and Cultural Competency. Oversee student workers at the Food Pantry. Manage overall food ordering, deliveries and pickup of food at Santa Barbara (SB) Food Bank.

Expand Food Pantry to include working with the Department of Social Services and interpreting state policies and procedures as they pertain to the CalFresh Program to enroll students, SBCC gardens collaborations, and expand relationship with Culinary Arts Department to include workshops, food sharing, training, demonstrations and partnerships.

Develop, plan, and organize pantry campus events including Food Share, tabling, and collaborations across campus. Maintain the program budget and oversee pantry expenditures.

Consult with faculty, staff, and administrators of support services to assist in improved delivery of service to students. Plan, schedule, and coordinate activities related to food insecurity, training and volunteer opportunities for students, staff, faculty and administrators. Recruit and schedule speakers for pantry events. Maintain contact with SB Food Bank through regular meetings and other activities. Compile data and prepare status reports.

Supervise Tiffany's closet. Oversee student workers and manage incoming deliveries and donations. Replenish items as necessary. Compile data and prepare status reports in regards to store usage. Develop relationships with local organizations utilizing similar operations such as the Unity Shoppe.

Supervise equity program staff, including student program advisors. Oversee center budgets, facilitate budget management and program review.

Ensure accurate data collection and state mandated MIS reporting for the Umoja Program. Facilitate the recruitment of instructional faculty in creating culturally relevant curriculum for Umoja courses.

Provide assistance and guidance to programs and programming organized by these centers. Oversee budgets allocated to these centers.

Attend Student Equity Committee meetings and support Director of Equity, Diversity and Cultural Competency with participation in meetings as assigned.

**OTHER DUTIES:** Perform related duties as assigned.

**SKILLS, KNOWLEDGE AND ABILITIES: KNOWLEDGE OF:** Principles and practices of administration, supervision and training. Standards, practices, goals, objectives and procedures of college, community building, organizing, managing programming, programs and staff. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students. College organization, operations, policies and objectives. Policies and objectives of assigned programs and activities. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Record-keeping and report preparation techniques. Basic budget preparation and control. Public relations techniques. Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.

**ABILITY TO:** Plan, organize, and direct the operations of the Office of Equity, Diversity and Cultural Competency associated centers. Interpret, apply and enforce pertinent laws, rules and regulations. Coordinate, oversee and participate in a variety of outreach and recruitment functions. Oversee and participate in providing consultation and assistance to students and staff across campus collaborations. Develop, implement and conduct assessment of strategies to improve equity programming, programs, and overall equity minded practices across campus. Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Meet schedules and timelines. Plan and organize work. Work independently with little direction. Operate a computer and assigned software. Oversee and participate in the preparation and maintenance of various records and reports. Analyze policies and procedures and formulate recommendations for improvement. Effectively communicate both orally and in writing. Establish and maintain cooperative-working relationships with those contacted during the course of work. Utilize computer software applications, and keep records and prepare reports. Work independently, assume responsibility, and take initiative in carrying out assignments.

## EDUCATION AND EXPERIENCE

Any combination equivalent to: a Master's Degree in a relevant field and three years of increasingly responsible experience in education or a profession involving work with students or the general population. Must be sensitive to and have an understanding of the broad, diverse community student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Revised as of 7/10/2019