



# Outreach & Squash Hunger Coordinator

## About Capital Roots

Capital Roots is striving to create a more vibrant and equitable food system. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutrition and horticulture education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

**Position:** Outreach & Squash Hunger Coordinator

**REPORTS TO:** Program Manager

The Outreach & Squash Hunger Coordinator works collaboratively with other Capital Roots staff to promote the organization and engage with the community to spread the word about the Capital Roots programs and services. They also coordinate the Squash Hunger Program, a food recovery initiative that collects and distributes surplus produce from farms, gardens, and markets for donation to food pantries, soup kitchens and shelters around the Region using a corps of volunteers.

## QUALIFICATIONS:

Outgoing, enthusiastic person who is comfortable working with people of all ages and backgrounds. Excellent communication skills, self-starter. Must have strong organizational and computer skills. Successful candidate must be committed to Capital Roots mission and able to lift 50 pounds.

## RESPONSIBILITIES INCLUDE:

Work with farmers, markets and produce distributors to collect fresh produce for donation to emergency feeding programs. Coordinate a corps of volunteers to collect and deliver donated produce at designated sites across the Region. Organize gleanings at local farms and orchards. Collaborate with other Capital Roots staff on produce collection and deliveries, marketing and media, and other cross-program activities. Promote Capital Roots' programs and services at events around the Region. Conduct outreach to constituent communities, related organizations and service partners. Keep accurate records for all outreach and Squash Hunger activities.

## SALARY & BENEFITS:

This position is a full-time, year-round position (40 hours per week) paid at an hourly rate of \$13.00/hr. We offer fully covered medical insurance and partially covered (75%) dental insurance upon hire. In addition to generous vacation time we observe 11 holidays – including three floating holidays – and offer personal and sick time. You also have the option to enroll in our 403b retirement plan. Flexible work environment.

**To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).** Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We will not discriminate in our hiring on the basis of race, ethnicity, national origin, age, gender, religion, sexual orientation, or disability.

## Send cover letter and resume to:

Sharon DiLorenzo, Program Manager  
Capital Roots - 594 River Street, Troy NY 12180  
Or by email: [trees@capitalroots.org](mailto:trees@capitalroots.org)

**NO CALLS PLEASE!**