



## Healthy Communities Coordinator

### About Capital Roots

Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. 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 nutritional and horticultural 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.

**TITLE:** Healthy Communities Coordinator

**REPORTS TO:** Food Access Manager

### OBJECTIVE:

To create municipal-level policies that enhance community health in the Capital Region; specifically focusing on complete streets and healthy retail initiatives that will educate stakeholders and advance legislation adoption.

### QUALIFICATIONS:

Bachelor's Degree and 1-2 years of professional work experience. Similar community engagement experience preferred. Excellent computer and communication skills (written and verbal) are essential; grant and budget management experience is a plus. Must have a valid driver's license, clean driving record, positive attitude, high energy level, and a genuine interest in the mission of our organization.

### RESPONSIBILITIES INCLUDE:

- Develop and maintain efforts connected to complete street and healthy retail policies within our service area municipalities and become engaged with other stakeholders, agencies, and experts to implement policy change
- Facilitate and engage with citizen and municipal groups including individuals, stakeholders, policymakers, alternative transportation advocates, etc. to help affect change in target communities
- Expand the marketing and implementation of urban greening initiatives with local municipalities
- Develop holistic policies for healthy retail, vending, and meetings that educate consumers and encourage policymaker, stakeholders and local municipalities to adopt this certification to support small businesses
- Plan and execute "on-the-ground projects and installation" that support policy adoption, including a "volunteer corps" to enhance Healthy Stores with physical improvements to support healthy choices for customers
- Collaborate with other members of the Food Access Team by supporting the execution of the Healthy Stores and Healthy Vending programs
- Develop and/or maintain collaborations, business relationships and formal agreements with all program partners including municipalities, citizen-action groups, agencies, etc.
- Work in collaboration with the Food Access Manager and Development Team to draft grant applications and maintain aspects of data collection and grant reports related to program objectives
- Occasionally assist the Mobile Market Coordinator and Food Hub Coordinator, as needed

### SALARY & BENEFITS:

This position is a full-time position (40 hours per week) paid at an hourly rate of \$13.00/hr. We offer fully covered medical insurance and partially covered (50%) 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, salary history and resume to:

Will Malcolm, Food Access Manager  
Capital Roots - 594 River Street, Troy NY 12180  
Or by email: [foodaccess@capitalroots.org](mailto:foodaccess@capitalroots.org)  
**NO CALLS PLEASE!**