



Farm to School 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.

OBJECTIVE: To enhance the local food system by expanding access to healthy, affordable foods in our regions schools by working directly with farmers and producers to sell their products to institutions, as well as achieve higher levels of food safety certifications.

This full-time position provides an exciting opportunity to work in the rapidly developing field of Farm-to School. Candidate will work closely with staff deeply knowledgeable of local food system, but will be actively involved in program development and managing relationships with partners. Requires an organized and self-motivated candidate committed to local food. We are looking for someone with experience in project management, who can work as well alone as they do in team settings.

QUALIFICATIONS: Bachelor's Degree or 1-2 years of professional work experience preferred. Similar community engagement experience preferred. Excellent computer and communication skills are essential. Must have a valid driver's license, clean driving record, positive attitude, ability to work with a diverse community and possess a genuine interest in the mission of our organization; plus the ability to lift 50 lbs.

RESPONSIBILITIES INCLUDE:

- Develop and maintain relationships with several school districts and dozens of farm partners
- Serve as the primary contact and resource for school districts to identify and overcome barriers to Farm to School
- Work closely with Capital Roots food hub staff and partners to maximize our purchasing of local products
- Connect school districts to resources that increase local food purchases and work with school administrators, food service directors and suppliers to implement the program
- Engage directly with local, family farmers and producers to facilitate GAP certification and food safety measures, as well as increase sales capacity to institutional quantities, including promotion and marketing efforts
- Support the maintenance of a working produce inventory in the Food Hub and coordinate all logistics associated with Farm to School purchases
- Maintain aspects of project data collection and grant reporting.
- Assist in the creation and delivery of local food surveys, tastings and trainings and other programs, as needed

USEFUL KNOWLEDGE/EXPERIENCE:

- Knowledge of food service, food safety and produce aggregation/distribution
- Knowledge of school systems/ bureaucracies
- Farm and/or food advocacy

SALARY & BENEFITS: This position is a full-time position (40 hours per week) paid at an hourly rate of \$13.00/hr., in a flexible work environment. We offer comprehensive medical insurance and partially covered dental insurance upon hire (benefit valued at \$8,000). In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

To learn more about Capital Roots, go to 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 (*no calls please!*) to:

Will Malcolm, Food Access Program Manager
Capital Roots, 594 River Street, Troy NY 12180
Or by email: foodaccess@capitalroots.org