



Farm to School Coordinator

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.

QUALIFICATIONS: Bachelor's Degree or 1-2 years of professional work experience preferred. Organized and self-motivated individual. Experienced in project management. Ability to work well alone and in team settings. Excellent computer and communication skills are essential. Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage, positive attitude, experience working with diverse communities 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 dozens of school districts and 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 farm 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
- Assist with other Capital Roots project and events as needed

SALARY & BENEFITS: This position is a non-exempt full-time position (40 hours per week) with a salary of \$28,080, 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.

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. **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 seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send cover letter and resume (*no calls please!*) to:

Scott Fuller, Food Hub Director

Capital Roots, 594 River Street, Troy NY 12180

Or by email: foodaccess@capitalroots.org