



# Food Hub Director

**OBJECTIVE:** Expand opportunities for local farms and small producers to sell their products through Capital Roots' retail and wholesale channels and increase opportunities for low-income communities to access healthy food.

**QUALIFICATIONS:** Position requires an organized and self-motivated candidate with staff management skills and a commitment to our food system and community food security. Bachelor's Degree and 3+ years of relevant work experience in a related field required. Staff and project management experience, knowledge of produce storage and food safety and excellent communication skills are essential. Grant, budget management and sales experience are a plus. Must have a positive attitude, experience working with diverse communities, high energy level and possess a genuine interest in the mission of our organization; plus the ability to lift 50 lbs.

## RESPONSIBILITIES INCLUDE:

- Manage Capital Roots' Food Hub, including the supply chain and logistics associated with our local producer network within our regional foodshed, with the goal of maximizing locally-sourced foods
- Supervise and support a five member team to ensure achievement of programmatic goals, and work with the Volunteer Coordinator to manage volunteers and interns
- Support Food Hub Buyer in expanding producer relationships and supporting local farms
- Support Farm to School Coordinator with new school relationships and development of additional GAP certified farm opportunities
- Support On-Line Mobile Coordinator with recruiting customers and site promotion to benefit local food procurement and community-focused programs striving to increase fresh, healthy food access in our communities
- Maintain regular reporting and data collection efforts including those associated with programmatic outputs, local food purchasing, financial information, grant deliverables and others requirements as needed
- Work closely with Retail Markets Director to ensure goals and needs are met for all food programs
- Collaborate with other members of the Capital Roots Management Team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture
- Work closely with Capital Roots' CEO to help achieve the organization's mission and strengthen programming

**SALARY & BENEFITS:** Annual Salary \$48,750, 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 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](http://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 to (no calls please):**

Amy Klein, Chief Executive Officer

594 River Street, Troy NY 12180 | email: [amy@capitalroots.org](mailto:amy@capitalroots.org)