



## Volunteer Coordinator

### OBJECTIVE:

Organize and coordinate Capital Roots' Volunteer Program. This is an exciting opportunity to interact with current and prospective volunteers, corporate groups and the greater community – and have a meaningful impact on our healthy food access work.

### QUALIFICATIONS:

Associates Degree and 1-2 years of professional work experience. Demonstrated ability to work in a fast paced environment. Requires attention to detail. Excellent computer and communication skills (written and verbal) are essential. Must be flexible and comfortable dealing with various constituencies. Must have a positive attitude, high energy level and a genuine interest in the mission of Capital Roots.

### RESPONSIBILITIES INCLUDE:

- Recruit and organize volunteers and interns to assist with projects and events
- Manage volunteer database and volunteer hours log
- Run regular volunteer orientations
- Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage
- Occasional evening and weekend hours

### SALARY & BENEFITS:

This position is a non-exempt, full-time position (40 hours per week) with starting salary of \$28,080 per year. We offer comprehensive health care coverage upon hire with fully covered premiums for medical insurance and 75% coverage for dental insurance. We offer plans with low-cost co-pays and deductibles – a benefit of ~\$7,400 per year. 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 and are eligible for the Public Student Loan Forgiveness program. Flexible work environment.

### 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 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:

Sean Wyse, Community Engagement Director  
Capital Roots – 594 River Street, Troy NY 12180  
Or by email: [devmanager@capitalroots.org](mailto:devmanager@capitalroots.org)

**NO CALLS PLEASE!**