



Institutional Markets Coordinator

OBJECTIVE: To expand and enhance healthy, affordable food access opportunities to institutions serving low-income individuals and to small restaurants looking to source local food.

QUALIFICATIONS: Bachelor's Degree and 1-2 years of professional work experience. Knowledge of produce and food handling preferred. 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:

- Manage Capital Roots' online market, the Virtual Veggie Mobile, which sells to small-scale institutions and restaurants in the region. Management includes:
 - Working with the food hub buyer to source local and non-local items to list on the online market
 - Regularly updating product offerings and pricing on the website
 - Providing sales and customer support to our current customers
 - Conducting communications and marketing to new institutional customers
 - Receiving products in the Hub and coordinating delivery logistics with the Food Hub Team
- Increase the number of worksites and community settings that implement/improve healthy food offerings.
- Assist with project data collection and grant reporting.
- Assist with Food Hub programs and other organizational projects, as needed.
- Must participate in Capital Roots events, staff meetings and perform other duties, as needed.

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 ~\$7,800 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. 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: Marissa Peck, Retail Markets Director: retaildirector@capitalroots.org

NO CALLS PLEASE!