



Healthy Communities Manager

OBJECTIVE: Direct the organization's Creating Healthy Communities programs. Develop and enhance relationships with partner organizations, manage existing and develop new complete streets projects, policy initiatives and institutional fresh food policies.

QUALIFICATIONS: Position requires an organized and self-motivated candidate with staff leadership skills and a commitment to green and healthy communities. Bachelor's Degree and 3+ years of relevant work experience required. Staff and project management experience, excellent community engagement and communication skills are essential; previous experience with policy work a plus. Grant and budget management experience is also a plus. Must have a positive attitude, experience working with diverse communities, ability to manage employees, high energy level and possess a genuine interest in the mission of our organization; plus the ability to lift 50 lbs. Must also have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.

RESPONSIBILITIES INCLUDE:

- Managing a multi-year grant from the NYS Department of Health, Creating Healthy Schools and Communities and working in collaboration with our partner, St. Peters Health Partners;
- Achieving the goals of our Healthy Communities efforts. Conducting site assessments, facilitating coordination and execution of Complete Streets measures with area municipalities to improve City streetscapes and living conditions. Identifying, recruiting and assessing sites for worksite wellness opportunities;
- Providing direct supervision of the Healthy Communities Coordinator and Policy Coordinator;
- Meeting with partners to develop and sustain partnerships and identify project opportunities;
- Monthly reporting to NYS-DOH and other partners as needed. Updating annual workplans;
- Creating and promoting opportunities to engage volunteers;
- Working with Community Engagement team on sustainability efforts;
- Facilitating coordination and execution of urban greening projects;
- Collaborate with other members of the Capital Roots' Director's Team to create cross-program cooperation and efficiency, create staff development opportunities and cultivate our unique organizational culture;
- Other duties as assigned by CEO.

SALARY & BENEFITS: This is a full-time position (40 hours per week) paid at an annual rate of \$39,520 per year, in a flexible work environment. Excellent benefits including fully paid 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 cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **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 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:

Amy Klein, Chief Executive Officer | 594 River Street, Troy NY 12180 | email: amy@capitalroots.org