



Food Hub Manager

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 and project management skills. Bachelor's Degree and 3+ years of relevant work and management experience. Must have a commitment to our local food system, healthy food access and a passion for Capital Roots' mission. Knowledge of produce storage and food safety and excellent communication skills are essential. Grant, budget management and sales experience are a plus. Experience working with diverse communities, a positive attitude, high energy level and 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:

- Develop and 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
- Oversee and supervise a four-member team to ensure achievement of programmatic goals, and work with the Volunteer Coordinator to manage volunteers and interns
- Support team in expanding producer relationships and supporting local farms
- Support team with new school relationships and development of additional GAP certified farm opportunities
- Support team 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
- Coordinate and manage 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 Manager 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 with Capital Roots' Chief Program Officer for Food Access to help achieve the organization's mission and strengthen programming
- Other duties as assigned

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$39,520 per year, in a flexible work environment and eligible for overtime pay. Excellent benefits including comprehensive fully paid 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.

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