



# Healthy Communities Coordinator

## OBJECTIVE:

To enact workplace and municipal-level policies and implement projects that enhance community health and livability in the Capital Region; specifically focusing on healthy eating and complete streets initiatives that educate and engage stakeholders, encourage adoption of laws and install community-based enhancements.

## QUALIFICATIONS:

- Bachelor's Degree and 1-2 years relevant experience demonstrating a passion for direct community engagement.
- Excellent computer and communication skills (written and verbal) are essential.
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences. Must have a high energy level, possess a genuine interest in Capital Roots' mission, be able to lift 50 pounds and be willing to get hands-on with projects. Must also have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.

## RESPONSIBILITIES INCLUDE:

- Support existing complete street policies within service area municipalities by engaging stakeholders, agencies, and experts to implement and advance policy goals. Advance complete street policies where not adopted.
- Encourage adoption of workplace and community-based policies that increase access to, and consumption of, healthy food and strategically implement actions that support those policies.
- Plan, execute and support completion of practical projects that support healthy food access and active transportation.
- Develop and/or maintain collaborations, business relationships and formal agreements with all program partners including municipalities, citizen-action groups and partner agencies.
- Facilitate and engage with citizen and municipal groups including individuals, stakeholders, policymakers, business owners to help affect change in target communities.
- Collaborate with manager and team members to maintain data collection and reporting related to program objectives
- Collaborate across Healthy Communities team and Capital Roots' entire organization to provide support, build resiliency, knowledge and company culture
- Other duties as assigned by Healthy Communities Manager, Program Officer and CEO.

## USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Conflict resolution, community organizing. In-depth knowledge of local municipalities, policy-making
- Planning, transportation, food system or food service knowledge
- Basic tool and equipment knowledge

**SALARY & BENEFITS:** This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$30,680 per year, in a flexible work environment. Excellent benefits including fully paid comprehensive medical insurance and partially covered dental insurance upon hire (benefit of ~\$8,000). In addition to generous vacation time, we observe 11 paid holidays – including three floating 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 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 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:** Danette Jewell, Healthy Communities Manager  
594 River Street, Troy NY 12180 | email: [healthycommmanager@capitalroots.org](mailto:healthycommmanager@capitalroots.org)