



Community Gardens Coordinator

OBJECTIVE: Work closely with other coordinator to apply Capital Roots' community gardens model consistently across our four-county service area by communicating clear expectations, distributing resources, and cultivating relationships with gardeners.

The Program: Capital Roots original program provides gardeners in 54 organic community gardens the water, tools, seeds and support needed to grow food for their families.

QUALIFICATIONS:

- 2-3 years relevant experience, with horticultural, or human service background preferred
- Excellent communication abilities. Works effectively, both independently and within team settings
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences
- Must bring enthusiasm to the position and possess a genuine interest in Capital Roots' mission
- Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage
- Candidates should enjoy outdoor work and be able to lift 50 pounds
- Candidates must be able to accommodate occasional evening and weekend hours

RESPONSIBILITIES INCLUDE:

- Plan and host annual registration and orientation sessions for new and returning gardeners
- Assist gardeners throughout the season with gardening education and conflict resolution
- Maintain well-organized, accurate records for the program, using excel, google docs and other methods
- Develop and execute yearly maintenance plans for gardens. Assess and encourage gardeners' maintenance of individual plots
- Use and perform minor maintenance on garden machinery and tools, such as mowers, tillers and weed whackers
- Regularly visit, assess and supply gardens. Maintain meaningful communications with gardeners and garden leaders through best format, whether email, phone, or face-to-face
- Guide interns, volunteers and garden leads through registrations, work parties and essential garden functions
- Solicit and acknowledge in-kind donations of seeds and plants from farms and businesses
- Work occasional evening and weekend shifts for work parties, sign ups etc.
- Work closely with other Capital Roots teams to encourage cross-program collaboration and efficiency, build program resiliency, and cultivate our unique organizational culture
- Fulfill other duties as assigned by Manager and Program Officer

USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Horticulture, basic tool and equipment knowledge
- Conflict resolution and community organizing

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$30,680 per year. The typical work schedule is 9 am to 5 pm Monday-Friday, however some evenings or weekends may be required as needed. Excellent benefits including comprehensive medical insurance and dental insurance upon hire. 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.**

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: Matthew Schueler CPO – Community Development
594 River Street, Troy NY 12180 | email: jobdevelopmentdirector@capitalroots.org