



Volunteer Coordinator

OBJECTIVE:

Organize and coordinate Capital Roots' Volunteer Program. This is an exciting opportunity to interact with current and prospective volunteers, corporate groups and the greater community – and have a meaningful impact on our healthy food access work.

QUALIFICATIONS:

- Associates Degree, 1-2 years of professional work or comparable experience.
- Demonstrated ability to work in a fast paced environment.
- Requires attention to detail.
- Excellent computer and communication skills (written and verbal) are essential.
- Must be flexible and comfortable working in the field to support Capital Roots programs and services.
- Must have a positive attitude, outgoing personality and a genuine interest in the mission of Capital Roots.

RESPONSIBILITIES INCLUDE:

- Recruit and organize volunteers and interns to assist with projects and programs.
- Manage volunteer database and volunteer hours log.
- Run regular volunteer orientations.
- Develop monthly volunteer e-news content.
- Occasional evening and weekend hours.
- Assist planning volunteer appreciation events and corporate volunteer experiences.
- Collaborate across the Community Engagement team and Capital Roots' entire organization to provide support, build resiliency, knowledge and company culture
- Other duties as assigned by Community Engagement Manager, Chief Operating Officer and CEO.

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 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 food and green spaces 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 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:

Michael DellaRocco, Community Engagement Manager
Capital Roots – 594 River Street, Troy NY 12180
Or by email: media@capitalroots.org

NO CALLS PLEASE!