Operations Lead

The Operations Lead reports to the Chief Operations Officer and will be responsible for developing, implementing, and managing information technology, building operations and administrative processes and systems to ensure a high level of efficiency and customer satisfaction throughout Capital Roots programs.

QUALIFICATIONS:
- Bachelor’s degree or equivalent combination of education, training and experience.
- Demonstrated time management, attention to detail and organizational skills plus the ability to work in a fast paced environment.
- Ability to work in a team environment, follow directions well.
- Above average computer skills including the ability to configure/install/support software and hardware.
- Must also have a valid driver’s license and a driving record acceptable for insurance coverage.
- Must also have a genuine interest in the mission of Capital Roots.

RESPONSIBILITIES INCLUDE:
- Manage and troubleshoot maintenance and cleaning protocols for the organization’s buildings and grounds.
- Manage and troubleshoot the technology systems of the organization including computers, phones, printers and other equipment.
- Review and enhance current maintenance & information technology protocols to improve processes and systems.
- Oversee the organizations fleet of vehicles including monthly maintenance and mileage logs.
- Coordinate the ordering of office and program supplies for the organization.
- Manage the organizations inventory of general supplies.
- Liaise with vendors to have work performed.
- Receive and organize mail to create a daily receipts log of incoming donations and customer payments
- Provide assistance and support in preparing and maintaining accounts receivable and accounts payable records
- Participate in Capital Roots events, staff meetings, and perform other duties as assigned by the COO.
- Work closely with other Capital Roots teams to encourage cross-program collaboration and efficiency, build program resiliency, and cultivate our unique organizational culture.

SALARY & BENEFITS:
This is a full-time non-exempt position (40 hours per week) paid at an annual rate of $41,600 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
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. To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).

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 nourish healthy communities by providing access to fresh foods and green space for all.

Send cover letter and resume to:
Jessica Trowbridge, Chief Operations Officer
Capital Roots
594 River Street, Troy NY 12180
Or by email: operationsdirector@capitalroots.org
NO CALLS PLEASE!