



Squash Hunger Coordinator

OBJECTIVE: Under the direction of the Food Hub Director, work to expand opportunities for local farms and small producers to sell their products for distribution into the emergency food network. Recover fresh food from distributors, farmers, gardeners and others for delivery to food pantries, soup kitchens and shelters all around the Region in coordination with a corps of volunteers.

QUALIFICATIONS: Position requires an organized and self-motivated candidate with excellent communication and computer skills (mainly Excel and Google Sheets). 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 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:

- Work with the Food Hub team to plan local food purchases for the Squash Hunger Program
- Manage program's food inventory
- Coordinate the distribution of food to the emergency food network with partners and volunteers
- Work with farmers, markets, gardeners and distributors to collect fresh produce for donations into program
- Coordinate a corps of volunteers to collect and deliver donated and purchased food
- Organize gleanings at local farms and orchards
- Manage all reporting and keep accurate data collection including those associated with the programs' inputs and outputs and any others requirements as needed
- Maintain collaborative relationships with community partners, co-workers and volunteers
- Support the daily functions of the food hub including packing, bagging, stocking, cleaning and moving large quantities of produce and equipment/materials.
- Work with Capital Roots' Food Hub Manager and Chief Program Officer for Food Access to help achieve the organization's mission and strengthen programming
- Safely operate Capital Roots vehicles in both city and rural areas, keeping vehicles clean and functional.
- Participate in Capital Roots' events, staff meetings, and all other duties as needed.

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 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:

Sarah Hotaling, Chief Program Officer, Food Access | Capital Roots, 594 River Street, Troy NY 12180 | email: cpofoodaccess@capitalroots.org