



Institutional Markets Coordinator

OBJECTIVE: To expand and enhance healthy, affordable food access opportunities to institutions serving low-income individuals, schools, child-care and to small restaurants looking to source local food.

QUALIFICATIONS: Position requires an organized and self-motivated candidate with 1-2 years of relevant work experience. Knowledge of produce and food handling preferred. Excellent computer and communication skills are essential. Must have a commitment to our local food system, a love of fresh food and possess a genuine interest in Capital Roots' mission. Experience working with diverse communities, a positive attitude, high energy level and the ability to lift 50 lbs. Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.

RESPONSIBILITIES INCLUDE:

- Manage Capital Roots' online market, the Virtual Veggie Mobile, which sells to schools, small-scale institutions and restaurants in the region.
- Provide sales and customer support to customers and market our services to new customers.
- Receive products in the Hub and coordinate delivery logistics with the Food Hub Team
- Assist Food Hub Director with hub finances, data collection, food safety procedures and aggregation protocols.
- Assist CPO of Food Access, Food Hub and Retail Markets teams as needed to support all food operations.
- Other duties as assigned.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$33,800 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: cpfoodaccess@capitalroots.org