



Healthy Communities Coordinator

OBJECTIVE:

This grant-funded position, supported by the NYSDOH Creating Healthy Schools and Communities initiative, focuses on building relationships and engaging community partners, key stakeholders, and local municipalities with practical projects that enhance livability in the Capital Region. The Healthy Communities Coordinator will spearhead projects around active transportation and complete streets, and enact policies that improve local health and quality of life. This position blends in-office project coordination and stakeholder meetings with hands-on project installation as needed.

WORK LOCATION: Work is based from our Troy office during standard business hours. A company vehicle is used for the site visits, collaboration with outside partners, and community outreach that are an essential part of program success. When occasional events and meetings occur outside of standard hours, you will be able to flex your hours to appropriately manage your workload.

QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education, training and experience demonstrating a passion for direct community engagement.
- Excellent computer and communication skills (written and verbal) are essential.
- Demonstrated interest in community planning or public health.
- Works effectively independently, as well as within team settings – a “self-starter.”
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences and key stakeholders.
- Must have a strong initiative, possess a genuine interest in Capital Roots' mission, be able to lift 50 pounds, and be willing to get hands-on with projects. Must also have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.
- Candidates must be able to accommodate occasional evening and weekend hours.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

- Identify, develop, and manage practical projects that improve access to healthy food and encourage active transportation. Support project completion and measure their impact on community health.
- Foster partnerships with municipalities, agencies, and experts to implement and enhance existing Complete Streets initiatives and policies. Strategically advocate as part of a team for the adoption of complete streets policies where they do not exist.
- Advocate for and implement workplace and community-based policies that make healthy food accessible and appealing. Develop and execute action plans to support these policies, increasing access to and consumption of healthy food.
- Establish and maintain collaborations with municipalities, citizen groups, and partner agencies. Develop formal agreements to ensure alignment and shared goals.
- Organize and facilitate meetings and events with residents, stakeholders, policymakers, and business owners. Emphasize the benefits of healthy choices and empower communities to advocate for change.
- Collaborate with manager and team to collect and analyze data related to program objectives. Use data insights to inform program improvements and demonstrate impact in quarterly reporting efforts.
- Collaborate across the Healthy Communities team and Capital Roots' entire organization to provide support, build resiliency, knowledge and company culture.
- Other duties as assigned by Healthy Communities Manager, Program Officer and CEO.

USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Creative problem solving, community organizing. In-depth knowledge of local municipalities, policy-making
- Urban or community planning, transportation, sustainability, public health, food system or food service knowledge
- Basic tool and equipment knowledge a plus – willingness to use power tools occasionally as needed
- Project management skills a plus.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$16.40/hour) at an annual rate of approximately \$34,000 per year, in a flexible work environment. 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 monthly medical and dental insurance premiums paid by Capital Roots upon hire - an indirect compensation benefit of ~\$9,300. In addition to generous vacation time, we

observe 11 paid holidays – including four floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

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: Emily Scimeca, Healthy Communities Manager
594 River Street, Troy NY 12180 | email: healthycommmanager@capitalroots.org