



# Produce Project Coordinator

This direct service position collaborates with another Coordinator to use the gardens, kitchen and market of Capital Roots as the basis of the Produce Project's experiential learning program, which teaches critical job and life skills to youth from Troy High. Operating afterschool and during the summer, this year-round position mixes office and physical outdoor work differently across the seasons, mostly outdoor April- Oct., mostly indoor Nov. - March; a successful Coordinator will enjoy applying both their physical and mental powers to youth development and community service.

## QUALIFICATIONS:

- Bachelor's degree and at least two years of professional work experience (preferably experiential, outdoor and/or classroom teaching/mentoring).
- Ability to mentor a racially and socioeconomically diverse population of youth.
- Excellent written and verbal communication skills. Demonstrated computer proficiency, particularly Excel.
- Exercise ethical, independent judgment and discretion; handle personal data with strict confidentiality.
- Must bring enthusiasm, a desire to learn, and a genuine interest in Capital Roots' mission to the position.
- Must have a valid driver's license, and a driving record acceptable for insurance coverage.
- Candidates must enjoy outdoor work in all seasons, be able bend and crouch, and to lift 50 pounds. Farming and/or outdoors experience is helpful.
- Candidates must be able to accommodate evening and occasional 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:

- Collaborating with another Coordinator, Program Manager and partnering programs, deliver a well-structured curriculum for up to 20 youth that integrates with, and complements the horticultural and school years.
- Recruit, onboard, and assess all youth participants and interns.
- Plan and schedule field trips, guest educators, and community events.
- Maintain youth and intern records for grants, scheduling and stipend disbursement.
- Supervise interns, youth leaders, and youth to optimize growing and learning outcomes.
- Manage the garden and engage youth in the growing and harvesting of vegetables to support their weekly food shares. Use food shares to build familiarity and enjoyment of cooking and healthy eating among youth.
- Set and uphold the program culture - maintaining a positive and learning-oriented environment, fostering self-reflection and assessment, encouraging teamwork, and promoting positive and effective communication.
- Partner with other Capital Roots programs to involve you in advancing environmental awareness and urban greening in the region through tree plantings, rain and community gardens, etc.
- Work with Capital Roots' Gardens & Youth Training Manager and Chief Program Officer of Community Development to help achieve the organization's mission and strengthen programming.
- Fulfill other duties as assigned by Manager and Chief Program Officer.
- Participate in Capital Roots' events, staff meetings, and all other duties as needed.

## USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Positive Youth Development, conflict resolution and community organizing
- Environmental education, train the trainer
- Horticulture, garden tool, and outdoor equipment knowledge.
- Cooking or food service experience
- "Handiness." Practical problem solving.

**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](http://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:** Michael Cashin – Gardens & Youth Training Manager  
594 River Street, Troy NY 12180 | email: [gardensyouthmanager@capitalroots.org](mailto:gardensyouthmanager@capitalroots.org)