



## Institutional Markets Coordinator

**OBJECTIVE:** To expand and enhance healthy, affordable food access opportunities to institutions serving low-income individuals, to businesses, to schools and child-care facilities, 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—preferably in sales and/or customer service.
- 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, and high energy level.
- The ability to lift 50 lbs and willingness to be forklift and composter trained.
- Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.
- 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:

- Provide sales and customer support to current institutional, restaurant and school customers.
- Conduct outreach and marketing to new institutional, restaurant and school customers.
- Manage Capital Roots' online platform, Local Line, through which our Institutional, Farm to School, Healthy Stores, Restaurant, and Incubator Kitchen customers place orders.
- Support all product receiving in hub as well as deliveries to institutional customers and pickups from farms and producers.
- Support the implementation of the Food Safety and Food Defenses Plan for both food hubs, including monitoring, cleaning, record keeping and corrective actions, as laid out in the plans.
- Assist with collection of culled produce and operation of the composter.
- Assist with hub finances, data collection and grant reporting.
- Assist with Food Hub programs and other organizational projects, as needed
- Participate in Capital Roots events, staff meetings and perform other duties, as assigned.
- Other duties as assigned by Food Hub Manager, Chief Program Officer and CEO.

**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 about Capital Roots, 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:**

David Morrow – Food Hub Manager | Capital Roots, 594 River Street, Troy NY 12180 | email:  
[foodhubmanager@capitalroots.org](mailto:foodhubmanager@capitalroots.org)