



Youth Training Manager

OBJECTIVE: Direct the organization's Produce Project youth job readiness program. This direct service program often operates out of office, so its management requires a leader who is comfortable both with high level decision-making, and supporting staff in hands-on problem solving in the field.

QUALIFICATIONS:

- Bachelor's Degree and 3-5 years relevant experience to include staff and project management; with horticultural, human service or educational experience preferred
- Excellent management and communication abilities. Works effectively, both independently and within team settings
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences
- Must have a high energy level, experience managing employees, and possess a genuine interest in Capital Roots' mission
- Candidates must be comfortable working outside in all weather, and be able to lift 50 pounds
- 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:

- Supervise, support and supplement a two-member team to ensure the program's efficiency and success
- Manage the activities of two Produce Project Coordinators in their operation of our garden-based job readiness program for teens. Facilitate their ability to:
 - Deliver a well-structured year round curriculum for up to 20 youth that integrates with, and complements school and growing seasons to teach essential job and life skills in a rigorous and supportive environment
 - Recruit, hire, orient, and assess youth participants and interns. Maintain schedules and essential records
 - Integrate program with community through field trips, school collaboration and volunteer participation
- Support team to maintain regular reporting and data collection efforts including those associated with programmatic outputs, financial information, grant deliverables and others requirements as needed
- Collaborate with other members of the Capital Roots Management Team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture;
- Other duties as assigned by Program Officer and CEO.

USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Positive Youth Development, conflict resolution and community organizing
- Environmental education, train the trainer
- Horticulture, garden tool and outdoor equipment knowledge

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$22/hour) at an annual rate of approximately \$45,760 per year in a flexible work environment. Excellent benefits including monthly medical and dental insurance premiums paid by Capital Roots upon hire. The average employee saves \$11,900 annually thanks to 100% employer-paid health premiums. 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.

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: Brian Adams, CPO – Cultivation | 594 River Street, Troy NY 12180 | email: cpocultivation@capitalroots.org