



Squash Hunger Coordinator

OBJECTIVE: Coordinate the distribution of fresh, local food to emergency food programs in the Capital Region.

QUALIFICATIONS:

- Position requires an organized and self-motivated candidate with excellent communication and computer skills (mainly Excel and Google Sheets).
- Must have a commitment to our local food system, healthy food access and a passion for Capital Roots' mission.
- Knowledge of produce storage and food safety are a plus.
- This is an active hands-on role. Must have the ability to lift 50 lbs, be able to be on your feet for possibly many hours and be able to conduct yourself with great customer service throughout shift.
- Experience working with diverse communities, a positive attitude, high energy level
- Must also have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.
- This is not a remote work position; the position requires the candidate to be on-site at Capital Roots and may require early morning shifts before 8am during peak season.

RESPONSIBILITIES INCLUDE:

- Work with the Food Hub team to plan local food purchases for the Squash Hunger Program
- Manage program's food inventory
- Coordinate the distribution of food to the emergency food network with partners and volunteers
- Coordinate donations of fresh produce from farmers, markets, gardeners and other sources.
- Coordinate a corps of volunteers to collect and deliver donated and purchased food
- Organize gleanings at local farms and orchards
- Manage data collection, including tracking program inputs and outputs, pantry service level information, and other tasks in support of grant requirements
- Coordinate and conduct regular visits to pantry partners
- Maintain collaborative relationships with community partners, co-workers and volunteers
- Support the daily functions of the food hub including packing, bagging, stocking, cleaning and moving large quantities of produce and equipment/materials.
- Work with Capital Roots' Food Hub Manager and Chief Program Officer of Food Access to help achieve the organization's mission and strengthen programming
- Safely operate Capital Roots vehicles in both city and rural areas, keeping vehicles clean and functional.
- Participate in Capital Roots' events, staff meetings, and all other duties as needed.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$17/hour) at an annual rate of approximately \$35,300 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. 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 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:

Nichole Cooley, Food Hub Manager

Capital Roots, 594 River Street, Troy NY 12180 | email: foodhubmanager@capitalroots.org