**Action Resources International Job Description and Application Details**

**2021 AmeriCorps VISTA Summer Associate**

**Position**: Action Resources International (ARI) Summer Associate Program Assistant

**Reports To**: Celeste Collingwood the Program Development and Sustainability Coordinator and Ember Ayala the Program Development and Sustainability Specialist

**Start and end dates**: Exact dates TBA approximately June 1 to August 2

(Ability to commit to entire 10-week season with some holiday, weekend and/or evening work as required. There is occasional flexibility in the schedule with supervisor’s advance approval.)

**Position Overview:**

Action Resources International (ARI) is seeking a Summer Associate Program Assistant to help in all aspects of program development, outreach, marketing and promotion. This is a National Service position that includes a paid living allowance stipend. It is a values-driven, summer learning position designed as an opportunity for the successful candidate to be introduced to a wide variety of tasks necessary in nonprofit, community-based social equity and leadership development efforts. The Program Assistant will be expected to work as part of a team, independently at times, and in a leadership capacity; will be provided with training and ongoing guidance; will work in a diverse, professionally challenging, and caring work environment; and will be providing valuable, important contributions to community health and wellness, sharing community knowledge, and community economic development.

**Responsibilities:**

Day to day operations include (but are not limited to) the following, working closely with the Program Development and Sustainability team as directed:

* Primary responsibility will be supporting ARI’s Mobile Market pilot program to increase access to fresh, healthy food in areas throughout Albany County that are rural or food insecure. The Program Assistant will help with inventory, design and distribute flyers, create social media posts, radio spots and newspaper coverage.
* Support ARI’s events such as Food and Fun in the Park and the Higher Ground Fair as needed.
* Help with design of the ARI float for the Laramie Jubilee Days Parade.
* Assist with occasional gardening or program questions by directing people to the correct resource.
* Assist with field trips and visitors to the ARI building.
* Develop working relationships with program participants, gathering input regarding their feedback on program successes and challenges, and compiling notes and narratives that will be used for program improvement and record-keeping purposes.
* Assist with design and mobilization of various program implementation needs including designing/painting murals, kitchen renovation, and sensory garden upkeep.
* Make phone calls, send emails, schedule meetings, and other general direct program assistance and support work.
* Summer Associates are asked to provide a weekly personal narrative (and photo/art journal if desired) of their experience to the ARI CEO and supervisor.

**Financial Stipend**: Bi-weekly living allowance of about $513.94 with a 35/hour work week for 10 weeks. Choice of an end-of-service education award of about $1,311.00 that can be used for future school payments or federal student loans, or cash stipend accrued at approximately $4.94 per day, approximately $345.00 for 10 weeks.

**Scheduling**: Monday-Friday 8:30 a.m.- 4:30 p.m. Each 8-hour day includes a one-hour lunch break. All-staff breakfast meetings are conducted once every two weeks with a start-time of 8:00 a.m. (See also COVID-19 related notes below.)

**Additional Requirements:** COVID-19 Related Safety

All ARI programs and services continue to operate within careful attention to the implications of operating essential services during a global pandemic. ARI COVID-19 policies and requirements are in line with those determined by the leading public health experts in the country; the most current recommendations of the Centers for Disease Control; any and all Federal, State, and Local mandates; and additional guidelines and requirements (including possible testing, remote-working, quarantine practices, and daily screening, required mask-wearing, social distancing, and sanitary practices while on any and all ARI associated work sites) as are required by the ARI CEO and Board of Directors at any given time. Any staff or volunteer costs associated with these requirements, will be fully covered by ARI.

Criminal Background Checks

All staff, interns and volunteers for ARI are subject to criminal history background checks.

Driving Records

A copy of a current driver’s license and most recent 3-year driving record is required in order to drive on behalf of ARI.

**Application:**

Essay and interview required. If selected for an interview, two references will be required.

Applicants are asked to write a detailed essay expressing how working for Action Resources International and its related programs will enhance their personal and professional goals. In this essay, please also describe why this position interests you, what relevant experience you may have, and why you would be a good fit for ARI.

**For More Information and To Apply:**

The best way to gather more detailed information about ARI and its related programs, is to take a look at the following key websites associated with ARI work:

[actionresources.ngo](file:///Users/gaylemwrites/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/404261E9-F1EE-4CE2-B995-DFCBE9CDB60F/actionresources.ngo)

[feedinglaramievalley.org](http://feedinglaramievalley.org/)

[highergroundfair.org](http://highergroundfair.org/)

Please email essay and full contact information to Celeste Collingwood, celeste@actionresources.ngo, or contact us at 307-223-4399 for alternative delivery methods. A resume may also be included but is not required. Please place in the email subject line: 2021 VISTA Summer Associate – Program Assistant.

**Application Deadline:**Applications will be accepted until May 1, 2021, 11:59 p.m. MT.