**Feeding Laramie Valley Job Description and Application Details**

**2021 AmeriCorps VISTA Summer Associate**

**Position**: Feeding Laramie Valley Program Assistant – Community Engagement

**Reports To**: Lina Dunning, Community Engagement Coordinator, Feeding Laramie Valley

**Start and end dates**: June 7 to August 16

(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:**

Feeding Laramie Valley (FLV) is looking for a Program Assistant to help in all aspects of program organization, outreach, event planning, marketing and promotion. 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. The position involves assisting with organizational operations including making phone calls, emails, and recruiting volunteers as needed.

**Responsibilities:**

The program assistant will work closely with Lina Dunning, the Community Engagement Coordinator, in carrying out the following responsibilities as approved:

* Primary responsibility will be helping to organize FLV’s Food and Fun in the Park, our annual end of summer celebration in LaBonte Park that draws up to 400 people each summer. The Program Assistant will help with planning the menu, securing music, planning family activities, designing the layout of the event and recruiting volunteers, and serving in a key leadership position during the event itself.
* Design and distribute flyers, create social media posts, radio spots and newspaper coverage.
* Research and implement all current Covid19 guidelines for events, including procuring proper permits and guidance from the Albany County Health Officer and the Director of Parks and Recreation.
* Support FLV’S other summer programs and events, Kids Out to Lunch, and the Higher Ground Fair when necessary.
* Attend weekly FLV staff meetings.
* Assist with field trips and visitors to the FLV building.
* Assist with occasional garden questions by directing people to the correct resource.
* VISTA Summer Associates are asked to provide a weekly personal narrative (and photo/art journal if desired) of their experience to the FLV Founder and supervisor.

**Benefits**: This is a National Service position through AmeriCorps VISTA and provides a bi-weekly living allowance of about $513.94, 35/hour workweek 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 a cash stipend accrued at $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. Required, all-staff breakfast meetings are conducted once every two weeks with a start-time of 8:00 a.m.

**Additional Requirements:**

COVID-19 Related Safety

All Feeding Laramie Valley and Action Resources International 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 Feeding Laramie Valley 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 Feeding Laramie Valley.

**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 this experience will benefit the entire community as well as how working for Feeding Laramie Valley will enhance their personal and professional goals. In this essay, please describe why this position interests you, what relevant experience you may have, and why you would be a good fit for Feeding Laramie Valley.

**For More Information and To Apply:**

Please email essay and full contact information to Lina Dunning, lina@feedinglaramievalley.org, 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 filled.