



**Feeding Laramie Valley Job Description and Application Details  
2022 AmeriCorps VISTA Community Engagement Summer Associate  
Meaningful work for Sustainable Community Food, Health and Wellness**

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

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

**Start and end dates:** Exact dates TBA – earliest possible start date is June 6, 2022  
Ability to commit to the entire 10-week season is essential with some holiday, weekend and/or evening work as required. Please talk with us about flexibility in scheduling for the summer.

**Application Deadline:** For priority consideration, applications will be accepted until May 13, 2022, 11:59 p.m. MST. Contact [lina@feedinglaramievalley.org](mailto:lina@feedinglaramievalley.org) for late submission availability.

**Position Overview:**

Feeding Laramie Valley (FLV) is looking for a Program Assistant to help in all aspects of program organization, outreach, marketing and promotion. The position includes hands-on, frontline involvement with event planning and implementation; creative design work for outreach materials; supporting farmers markets, overseeing design and visitor use of educational gardens at the primary FLV site, and working with program participants. The Program Assistant will be expected to work independently at times in a leadership capacity with volunteers. The position involves assisting with organizational operations including making phone calls, emails, and recruiting volunteers as needed. Program Assistant summer associates will be working in a diverse, professionally challenging, and caring work environment.

**Responsibilities:**

- Primary responsibility will be organizing 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.
- Design and distribute flyers, create social media posts, radio spots and newspaper coverage.
- Support FLV'S other summer programs and events, Kids Out to Lunch, and the Higher Ground Fair, working with a variety of program staff and coordinators.
- Attend weekly FLV staff meetings.
- Assist with field trips and visitors to the FLV building.
- Assist with fun and educational gardening projects such as the Sensory Garden and Fairy Garden.



- Summer Associates are asked to provide a weekly personal narrative (and photo/art journal if desired) of their experience to the FLV Founder.

**Financial Stipend:** Bi-weekly living allowance of about \$575.00, 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. Required, all-staff breakfast meetings are conducted once every two weeks with a start-time of 8:00 a.m.

**Additional Requirements:**

All staff, interns and volunteers for Feeding Laramie Valley are subject to criminal history background checks. A copy of a current drivers license record is required in order to drive on behalf of Feeding Laramie Valley.

**For More Information and To Apply:**

The application process includes an essay expressing how working for Feeding Laramie Valley and its related programs will enhance your 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 FLV. If selected for an interview, two references will be requested. If selected for position with me requested to navigate the AmeriCorps application portal.

Either [apply online through the Feeding Laramie Valley website jobs page](#), or please email your essay and complete contact information to the Community Engagement Coordinator, Lina Dunning, [lina@feedinglaramievalley.org](mailto:lina@feedinglaramievalley.org), or contact us for alternative delivery methods. A resume may also be included but is not required. **Please use the email subject line: 2022 VISTA Summer Associate – Program Assistant.** Feel free to call Lina at 307-223-4399 for more information.

**Application Deadline:** Applications will be accepted until filled.

Feeding Laramie Valley is committed to continuing to make diversity, equity, and inclusion part of everything we do – from how we serve the community and program participants, to how we build and support our workforce.