

Feeding Laramie Valley (FLV) Job Description and Application Details
2022 AmeriCorps VISTA Mobile Food Market Summer Associate
Meaningful work for Sustainable Community Food, Health and Wellness

Position: Feeding Laramie Valley's Mobile Food Market Summer Program Assistant

Application Deadline: For priority consideration, applications will be accepted until May 13, 2022, 11:59 p.m. MST. Contact ember@actionresources.org for late submission availability.

Position overview: We are seeking a VISTA Summer Associate to work with the pilot season, implementation, outreach marketing, and promotion for FLV's newest program: the Mobile Food Market. An AmeriCorps VISTA Summer Associate is a National Community Service position that includes a living allowance stipend. This is a values-driven, summer learning position designed as an opportunity for a candidate to be introduced to a wide variety of tasks necessary in a nonprofit. This position will have an integral role in the process of new program development and implementation, working on a team with some independent opportunities. There will be ongoing guidance throughout this position. The Mobile Market Program Assistant will be working in a diverse, professionally challenging, and caring work environment, and will focusing on increasing Albany county's healthy food access.

Estimated position responsibility breakdown: Overall day-to-day operations include (but are not limited to) the following:

Promotion, marketing, administrative, and community relationship building (approximately 40% of the time):

- Assist with the marketing/design plan for the Feeding Laramie Valley Mobile Market, including: promotional flyer design and distribution; social media posts; and planning and securing radio spots and local newspaper coverage.
- Work with the mobile market team to strategically design and implement participant/customer survey methods, to increase community involvement and excitement.
- Work with the mobile market team and its Community Advisory Council to improve existing decisions and practices for the mobile market during the first year.
- Work with the FLV team to design a customer retention and award program.
- Help to build relationships with customers and community members at Farmers Markets and on Mobile Market routes.
- Communicate with community members about our mission, while selling goods at the market.
- Compile notes and narratives that will be used for program improvement and record-keeping purposes.
- Outreach communication including making phone calls, sending emails, record keeping, scheduling meetings, and other general direct program assistance and support work.
- Assist with occasional garden or other general Feeding Laramie Valley program questions by directing people to the correct resource.

General Mobile Market operations & customer engagement (approximately 40% of the time):

- Clean and re-organize the Mobile Market vehicle before and after site visits.
- Stock and restock bus before and after site visits.
- Produce and inventory pick-up and delivery (please note applicants should be able lift up to 50 lbs).
- Produce and inventory preparation and cleaning, securing inventory before Mobile Market travels.
- Assist with retail on bus, assist with the initial tracking of retail and customer feedback.
- Help design Mobile Market set-up at sites.
- Set-up and tear-down of the Mobile Market, at sites and events.
- Drive vehicle to stops along route (qualified applicants only – training provided).
- Manage inventory, equipment, and following food safety practices.
- Assist with remaining renovations and vehicle improvements.

Attend and assist with community engagement-focused events and activities (approximately 20% of the time):

- Support FLV's events such as Food and Fun in the Park and the Higher Ground Fair as needed.
- Assist with field trips and visitors to the FLV building.
- Assist and attend community events representing FLV including but not limited to Freedom has a Birthday, Jubilee Days Parade, and Pride in the Park.
- Work with FLV volunteers at various tasks.
- Assist with design and mobilization of various creative community engagement project needs. (Example but not limited to designing/painting murals with community members, youth, and volunteers.
- Create a weekly personal narrative (and photo/art journal if desired) of the summer associate experience and submit to FLV Founder (this project will be subject to be shared with community on FLV promotional platforms).

Financial stipend: Bi-weekly living allowance of about \$587.93, 35/hour work week for 10 weeks. Choice of an end-of-service education award of about \$1,360.00 that can be used for future school payments or federal student loans, or a cash stipend of approximately \$345.00 for 10 weeks.

Scheduling: A 35-hour work week. Actual schedule will change throughout the summer and will be determined at a later date. The ability to commit to an extremely flexible work schedule will be necessary.

Start & 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.

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 vaccine, 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.

Background checks- All staff, interns and volunteers for Feeding Laramie Valley are subject to Federal background checks.

Driving records- A copy of a current driver's license and most recent 3-year driving record is required to drive on behalf of Feeding Laramie Valley.

For more information & to apply: The best way to gather more information about FLV and what we do is to take a look our websites:

<https://www.feedinglaramievalley.org/>

<https://www.actionresources.org/>

<https://www.highergroundfair.org/>

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 Mobile Market Program Coordinator, Ember Ayala, ember@actionresources.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 – Mobile Market.** Feel free to call Ember at 307-223-4399 for more information.

We encourage all applicants to apply, no matter what formal education or experience level they have.

Application deadline: Applications will be accepted until May 13, 2022, 11:59 p.m. MST.

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.