



Administrative and Program Associate

About: The Edible Prairie Project (EPP) is a 501(c)3 non-profit organization based in Gillette, WY that works to get local food into the hands of the families that need it most. EPP's mission is *to cultivate a fair, resilient, and sustainable community food system that promotes thriving rural communities by supporting independent family-scale agriculture through education, food production, and food distribution.*

Position Overview: EPP is seeking an enthusiastic and self-motivated applicant with administrative and program management experience to join our team. This is a part-time position. The Administrative and Program Associate reports to the Executive Director.

Primary Responsibilities

PROGRAMS (50%)

- Assist the Executive Director in managing the Veggie Basket Program
 - Update and maintain applications
 - Promote and market the veggie basket program
 - Track veggie basket participants, payments, produce distribution, etc
 - Coordinate communication with veggie basket participants via email and text
 - Work with Executive Director to issue producer payments
- Assist the Executive Director in managing the Summer Weekend Meals for Kids program
 - Purchase food
 - Manage program volunteers and coordinate bag packing
 - Track program statistics
- Assist the Executive Director in managing the Free Little Pantry program
 - Recruit and manage volunteers
 - Check status of pantries once per month

ADMINISTRATION (35%)

- Manage front end of Edible Prairie Project website
- Assist in development of EPP's monthly newsletter
- Assist Development Manager with grant writing and reporting
- Assist Executive Director with fundraiser development and coordination
- Manage EPP phone number, website inquiries/contact form, and email account
- Attend Board Meetings

DEVELOPMENT (15%)

- Process and track donations including acknowledgement of gifts
- Provide exemplary customer service to donors and sponsors
- Coordinate year-end giving campaign with Executive Director
- Coordinate monthly giving program with Executive Director

The position task list above may change depending on the capabilities of the individual and the needs of EPP.

Required Qualifications:

- Previous experience with a membership database or Customer Relationship Management (CRM) software
- Previous experience email marketing platforms and web editing
- Proactive work ethic
- Strong technical capabilities and ability to quickly learn new technological systems and software
- Ability to work logically and efficiently in a fast-paced and growing organization
- Excellent customer service skills and friendly, professional attitude with customers, donors, and staff
- Prompt, polite, and professional demeanor
- Keen attention to detail across multiple projects
- Strong written and oral communications skills
- Capacity to work well with competing priorities and tight deadlines that require a high degree of independent action with minimal supervision
- Ability to communicate effectively with many individuals
- Proficiency in Microsoft Office Suite

Compensation:

Hourly compensation: \$18

How to Apply:

Applications will be considered on a rolling basis; submissions received by December 3, 2021 will receive priority. The position will remain open until filled. To apply, please send resume and cover letter to erin@edibleprairieproject.org. Please title your email: *EPP Administrative and Program Associate – **YOUR NAME***.