



Program Associate

About Edible Prairie Project (EPP): The Edible Prairie Project (EPP) is a 501(c)(3) non-profit organization located in Campbell County. We are bridging the food insecurity gap through sustainable food production, equitable distribution, and cultivating community connections. We are a small, driven team currently in a rapid growth phase as we prepare to build a nonprofit farm.

Position Overview: We are looking for a dedicated Program Associate to join our team! This is a unique role perfect for someone who enjoys a fast-paced, full-time summer position followed by a slower-paced, part-time schedule during the winter months. You will lead our Summer Weekend Meals for Kids program and help coordinate Veggie Basket pickups from May to September. This is a Permanent Seasonal Full-Time/Part-Time Hybrid position reporting to the Executive Director (ED).

Primary Responsibilities

PROGRAMS (90%)

- **Veggie Basket Program:** Assist the ED in managing applications, tracking deposits/produce, coordinating participant communication (text/email), and assisting with producer payments.
- **Summer Weekend Meals for Kids:** Purchase food (including large-scale grocery orders), coordinate with distribution partners, and manage program volunteers for bag-packing sessions.
- **Little Free Pantry:** Recruit and manage volunteers to ensure pantries are stocked, monitor the status of pantries weekly, and purchase inventory.
- **Garden Kits:** Manage and process kit applications, purchase supplies, and coordinate participant communication (text/email).
- **Gleaning:** Coordinate the delivery of gleaned produce to community partners.
- **Impact Tracking:** Collect and record program metrics for all EPP initiatives to measure community impact.

ADMINISTRATION and FUNDRAISING (10%)

- Manage the front end of the EPP website and assist in the development of the monthly newsletter.
- Assist the Executive Director with coordinating the *Grown on the Prairie* Gourmet Fundraising Dinner.

- Manage the EPP phone, Facebook page, website inquiries/contact forms, and email accounts.
- Attend Board Meetings and provide program updates.

Requirements & Physical Demands

- Must be able to lift and carry up to 50 lbs. This role involves handling heavy food crates, produce bags, and moving large grocery orders (pallets/boxes of canned goods).
- Valid Driver's License and a reliable personal vehicle are required for local deliveries, pantry checks, and grocery procurement.
- Must maintain current personal auto insurance.
- Proficiency in Microsoft Office Suite and the ability to quickly learn new software and website management tools.
- Strong written and oral skills, and ability to remain professional and polite with donors, customers, and volunteers.
- Flexibility to work occasional evenings and one required Saturday for our annual fundraising event.

Work Schedule & Hours

This position aligns with our peak harvest and program delivery cycles:

- **Standard Availability:** Candidates must generally be available between 8:00 AM and 5:00 PM, Monday through Friday. We are open to discussing flexible start/end times or adjusted weekly blocks for the right candidate (e.g., students or those with existing commitments), provided core program needs are met.
- **May – September (Peak Season):** Full-time (up to 40 hours/week).
 - Evening hours are required for board meetings, bi-weekly for veggie basket pickups, and for volunteer coordination. All shifts conclude no later than 7:30 PM.
 - This position requires full-day availability on Friday, September 18 and Saturday, September 19 for our Grown on the Prairie Fundraising Dinner.
- **October – April (Off-Peak):** Part-time (up to 20 hours/week).
 - While the total hours decrease, work will still be scheduled within the 8:00 AM – 5:00 PM window to ensure team collaboration.

Work Location

This is a hybrid/remote-friendly role. While much of the administrative work can be done remotely, EPP has dedicated office space available at 617 N Hwy US 14/16 for your use. Please note that field-based tasks (pantry checks, grocery runs, and summer programming) require on-site presence in Campbell County.

Compensation & Benefits

- **Wage:** \$19.00 – \$21.00 per hour (depending on experience).
- **Paid Time Off (PTO):** Accrued at a rate of 0.0807 hours per hour worked. This ensures

you earn leave relative to your seasonal hours (e.g., you earn approx. 3.2 hours of PTO during a 40-hour week and 1.6 hours during a 20-hour week).

- **Paid Holidays:** 12 paid holidays per year (including 2 floating holidays).
- **Mileage Reimbursement:** Travel in your personal vehicle for program-related duties (such as grocery runs, pantry checks, and travel between EPP sites) is reimbursed at the current IRS mileage rate. Please note that commuting from home to our office or farm locations is not reimbursable.

How to Apply

Applications will be considered on a rolling basis. Submissions received by **March 18, 2026 will receive priority**. The desired start date is April 13, 2026. The position will remain open until filled.

Please send a resume and cover letter to erin@edibleprairieproject.org with the email Subject: EPP Program Associate – [Your Name]