

Program Coordinator - GrowinG Internship Program
Department of Agricultural and Applied Economics
University of Wyoming

The GrowinG Internship Program (<https://GrowinG-WY.org>) is a USDA grant funded project that aims to match potential new or beginning farmers/ranchers (interns) with experienced operations (hosts) in WY. Selected interns will spend three months living and working on host operations to learn about agricultural production and management, with the ultimate goal of increasing the number of qualified farmers and ranchers to contribute to the next generation of US food producers. The program coordinator will provide leadership and coordination for all aspects of the internship program as part of a collaborative team in the Department of Agricultural and Applied Economics at the University of Wyoming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinating with appropriate internal and external contacts to identify and recruit internship program hosts and interns.
- Coordinating the receipt, compilation and review of applications from potential hosts and intern candidates.
- Facilitating the selection and matching of internship hosts and interns with members of the state coordinating committee and coordinating with site hosts to identify and resolve any internship-related issues.
- Providing support to ensure interns meet program requirements and coordinating with appropriate personnel to facilitate timely program payments to hosts and/or interns.
- Coordinating with UW and regional community colleges to facilitate internship course credits for program interns.
- Conducting post-internship evaluations and compiling associated annual reports.
- Managing a project-based customer relationship management (CRM) system (software) to collect, compile and organize program data.
- Manage internship program social media accounts, and develop and distribute program marketing materials.

REMOTE WORK ELIGIBILITY:

This position is eligible for remote work and/or a flexible work schedule. The successful candidate will, however, be expected to spend some of their time traveling in the State of Wyoming to coordinate with interns, hosts, and program partners.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in related field

Experience: 1 year of work-related experience in project management/coordination, customer service, Social Media marketing, web-based communication, data compilation, report writing.

Required licensure, certification, registration or other equipment: Valid driver's license with a motor vehicle record (MVR) that is compliant with the [University Vehicle Use Policy](#).

DESIRED QUALIFICATIONS:

- Knowledge of Agricultural industry and associated fields with existing Wyoming statewide contacts preferred.
- Strong time management skills to meet demanding multi-program/activities deadlines.
- Use of independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of customer service standards and procedures.
- Proficiency in communication principles, media, and marketing techniques.
- Management principles and practices.

REQUIRED MATERIALS:

Complete the online application and upload the following for a complete application: cover letter, resume or C.V. and contact information for four work-related references. Applications will be accepted until the position is filled, but initial screening will begin as early as April 8, 2022. For full posting and to Apply:

<https://eeik.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/job/220145>

HIRING STATEMENT: UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call 307-766-2377 or email jobapps@uwyo.edu.

ABOUT LARAMIE:

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountains. The state of Wyoming continues to invest in its university, helping to make it a leader in academics, research and outreach. The university has state-of-the-art facilities in many areas and the community provides the advantages of a major university. Located in a high mountain valley near the Colorado border, Laramie offers both outstanding recreational opportunities and close proximity to Colorado's Front Range, a bustling group of metropolitan cities including Denver, Boulder, and Fort Collins. This beautiful mountain landscape offers outdoor enjoyment in all seasons, with over 300 days of sunshine annually. For more information about the region, please visit

<http://visitlaramie.org/>