


 307.514.2004

 314 E. 21st Street
Cheyenne, WY 82001

 wycongressionalaward.org

The Wyoming Congressional Award Council (WCAC) office is looking for one or two Congressional Award participants to serve as an intern/long term volunteer to assist with various tasks and projects. Someone that will work in the Cheyenne office is strongly preferred, but the participants could be located anywhere in Wyoming as much of the work can be done remotely. All hours worked may be counted toward Voluntary Public Service goals.

NECESSARY SKILLS & QUALIFICATIONS

- Attention to detail and outstanding listening skills
- Computer savvy
- Commitment to complete the project/task
- Open and honest communicator
- Current Congressional Award participant
- Ready to grow themselves and the Congressional Award program in Wyoming

JOB RESPONSIBILITIES

- Assist in cleaning up duplicate entries and maintaining the donor management system
- Manage volunteer opportunities on the website
- Voice ideas and opinions from a participant/youth perspective
- Schedule and monitor social media posts (Facebook and Instagram)
- Assist Executive Director and Program Manager with other tasks as time allows/needed

WOULD BE GREAT IF, BUT NOT REQUIRED

- Attend WCAC events to: take photos, engage in social media (live/as it happens), represent participants, help with set-up/clean-up or other tasks

EXPECTATIONS FOR WORK HOURS

- Work schedule to be set one month in advance.
- Minimum of 1 hour per week
- Remote Working Hours Available: 24/7 (you choose)
- In Person (anyone from Laramie County: 8 AM - 4:30 PM, Monday - Friday)

CALL TO ACTION/AKA HOW TO APPLY

1. Complete the application (fillable PDF)
2. Email completed application to team@wycongressionalaward.org
 - a. or mail to: WCAC, attn: Sarah, 314 E 21st Street, Cheyenne WY 82001
3. We will contact you via phone to set up your interview

TIMELINE

- May 21 - window to submit applications is closed
- May 28-30 - interviews
- May 31- applicants contacted
- TBD in June - volunteer/intern starts

