



**Job Title: Community Education Instructor**  
**Position Type: Part time temporary**  
**Function/s: Community Education**

## No More Empty Pots

Education. Stewardship. Sustainability.

### About No More Empty Pots

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

### Position Description | Community Education Instructor

No More Empty Pots seeks a personable educator with project management skills and experience working with diverse learners to join the team. The position is for temporary summer programming running from June to August 2020, plus a month of orientation and preparation activities planned for May. The NMEP Community Education team is responsible for community-facing food growing and cooking education programming. Programs typically integrate STEAM components - science, technology, engineering, art, and math, and are often formatted in response to community requests for programming that meets the needs of a certain group of participants. Staff in this position may have an area of special expertise or may be familiar with a broad range of Community Education-related content, but all team members support one another in providing a variety of program opportunities to the community. All NMEP personnel are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices. The position reports to the Community Education Manager.

### 85% Community Education Program Delivery

- Provide direct service educational programming to diverse learners using trauma-informed practices and providing accommodations to make programming accessible to students
- Manage groups of learners including providing classroom management and redirection as appropriate
- Prepare program materials, deliver sessions, and reset the instruction space
- Draft or consult on programming in focus area including content, delivery, and objectives
- Ensure documentation and feedback is collected including taking attendance and administering surveys or other evaluative activities
- Schedule programming, communicate with customers, and report on team activities through storytelling and data
- Inventory and manage program materials and supplies including keeping supplies organized and ensuring that requisitions are handled expediently
- Serve as an attending staff member at Community Education events or programming including pilot programming and events
- Support or lead Community Education initiatives such as the waste management initiative
- Support other NMEP teams within areas of expertise as needed

**15% Administrative**

- Attending supervision and team meetings, responding to email and communications, professional development

**Other Duties as Assigned**

- Other duties as assigned

**Required Qualifications:**

- Must be available during program hours and during required staff meetings and events
- Ability and resources to consistently arrive at work on time
- Proficiency in Google Suite and email
- Experience and skill to productively manage a group of learners using trauma-informed principles and to work with vulnerable populations, creating supportive learning environments

**Preferred Qualifications:**

- Program development and teaching background; bachelor's degree in education, social science discipline, or a food systems-related field
- Familiarity and skill to work with comprehensive food systems and STEAM subjects including amateur culinary and nutrition; home, school, and community gardening; comfort using new and experimental technology
- Familiarity with the food system concepts such as zero-waste and seasonality, professional familiarity with the Omaha Metro local food system, and skill to integrate values-driven goals such as zero-waste and using local food
- Valid First Aid or other safety certifications
- Valid ServSafe or nutrition certification or degree
- Conversational Spanish fluency

**FYI Competencies:****Communicates Effectively:**

You're comfortable using a broad range of communication styles, and you choose appropriate, effective ways to communicate to different audiences in diverse situations.

**Cultivates Innovation:**

You use information from a variety of sources—including personal experience and your own observations—to identify and solve problems. You take pride in your work and strive for excellence to achieve the best possible results.

**Builds Networks:**

You work cooperatively and collaboratively with others to achieve collective goals. You plan, implement, manage and measure projects and tasks in a timely and directed manner.

**Demonstrates Self-Awareness**

You use sound judgment to meet or exceed workplace guidelines, standards and expectations. You acquire and apply new knowledge and skills in all of your experiences.

**Situational Adaptability**

You recognize how your beliefs, ethics and actions fit within the context of a greater community.

**Working Conditions and Physical Demands:**

- This person frequently communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Must be able to remain in a stationary position at a table or desk for up to 6 hours at a time
- This person must be able to work effectively in environments that are often loud, cramped, or unpredictable temperatures
- Must be able to work in both indoor and outdoor environments
- A valid driver's license, access to transportation, and local travel are required
- Frequently moves product weighing up to 50 pounds between rooms in the Food Hub or from one location to another
- Frequently positions self to reach products stored on high or low shelves
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

**STATUS:** Temporary part time, 20-25 hours/week, May - August 2020

**Compensation:** \$13-17/hour. Part time staff are eligible for paid time off, including vacation and personal leave.

**Reports To:** Community Education Manager

**To Apply:** To be considered for this position, please submit a resume and cover letter to No More Empty Pots at [jobs@nmepomaha.org](mailto:jobs@nmepomaha.org) by March 27, 2020. Please provide your schedule availability for May - August 2020, compensation expectations, and why the position is a good fit.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.