



Job Title: Community Education Assistant
Position Type: Part time
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 Assistant

This position supports the Community Education team with all program execution. The NMEP Community Education team is responsible for community-facing food growing, cooking and nutrition 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. Team members and program partners are often content experts, and the work of this role is to coordinate many people and voices to create rich, polished learning opportunities for participants. The position reports to the Community Education Manager.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP's mission, and dedication to reducing structural inequities. All NMEP staff 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. NMEP seeks to retain and support development of all employees.

90% Program Support and Delivery

- Support internal and external program partners to deliver Community Education programming and communicate expectations to all stakeholders
- Support the strategy of the Community Education Manager to make program and curriculum developments that will improve community-based learners' educational and self-sufficiency outcomes while meeting both internal organizational and external partner expectations
- Support collection and reporting of all data needed for both internal and external program monitoring and improvement purposes
- 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 (Gather) program materials, deliver sessions, and reset the instruction space
- Support ensuring that all Community Education programs' requirements are met, stepping in to fill gaps beyond the scope of this specific job role as needed
- Inventory and manage program materials and supplies including keeping supplies organized and ensuring that requisitions are handled expediently

10% Administrative

- Attend team meetings, respond to general communications, professional development

Other Duties as Assigned

- Other duties as assigned

Required Qualifications:

- Familiarity and skill to work with comprehensive food systems and STEAM subjects including amateur culinary and nutrition; home, school, and community gardening
- Experience and skill to work with vulnerable populations and create supportive learning environments
- Proficiency in Google Suite and Microsoft Office including Excel
- Must be available during program hours and during required staff meetings and events
- Ability and resources to consistently arrive at work on time
- Experience and skill to productively manage a group of learners using trauma-informed care principles and to work with vulnerable populations, creating supportive learning environments
- Flexibility to work evenings and weekends

Preferred Qualifications:

- Comfort using new and experimental technology
- Program development and teaching background
- Proficiency in online learning platforms
- 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
- Bachelor's degree in education, social science discipline, or a food-related field
- Valid First Aid or other safety certifications
- Valid ServSafe or nutrition certification or degree
- Conversational Spanish fluency

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 operate a computer and other office equipment
- 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 30 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: Part time, non-exempt (hourly); 20-25 hours per week

Compensation: Commensurate with experience, \$15-21/hour plus benefits

Reports to: Community Education Manager

To Apply: To be considered for this position, please submit a resume, cover letter, and 2 professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

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.