

COMMUNITY EDUCATION MANAGER



Position Type: Full time exempt
Position Level: Management
Functions: Community Education

JOB DESCRIPTION

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.

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' 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.

POSITION DESCRIPTION

No More Empty Pots seeks a people-oriented manager with strong management skills and curriculum or program design and project management experience to join the team. The 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 meet the needs of a certain group of participants. The manager must be able to support a wide variety of long-standing community partnerships as well as develop new, strong collaborations. This position is the team lead for the Community Education team including oversight of program operations and compliance, responsibility for tracking and maintaining the budget for the team, taking the lead on people management for the team, working with other team leads to coordinate programming, and setting and meeting data-driven program goals as established and updated throughout the year. The position reports to the Programs Director..

Candidates for the Community Education Manager position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

40% PEOPLE MANAGEMENT

- Coordinate internal and external program partners to deliver Community Education programming and communicate expectations to all stakeholders including managing contracts and agreements
- Staffing, supervising, and training all Community Education team personnel including staff,

- interns, and volunteers to ensure clarity and accountability for roles and responsibilities
- Respond to stakeholder feedback about programming, staff, and program partners including providing mediation
 - Performance management for Community Education staff including providing feedback, professional development training, and ensuring that staff are supported in meeting performance goals
 - Lead weekly team meetings, trainings, one-on-ones with team members, and other activities to support clarity and teamwork

40% PROGRAM MANAGEMENT

- Guide the Community Education team strategy 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
- Set data-driven targets to reach and operate Community Education programs at capacity
- Ensure that all Community Education programs' requirements are met, stepping in to fill gaps beyond the scope of this specific job role as needed
- Ensure compliance with internal and external program requirements including making updates to materials and meeting all internal and external reporting requirements
- Ensure collection and reporting of all data needed for both internal and external program monitoring and improvement purposes
- Supervise operation of all Community Education programs and projects including management of contracts and MOU's with partner organizations, coordination of shared programming with other NMEP team leads, identifying, developing, and managing opportunities to provide programming in the community, and serve as the primary staff on pilot programs as necessary

10% FINANCIAL MANAGEMENT

- Budget management for the Community Education team including all project and program budgets
- Ensure that the team's financial documents are submitted in compliance with company policy including receipts, requisitions, invoices, and other sensitive documents
- Oversee team member's resource management and requisition activities, ensuring budget-conscious and values-driven resource management
- Follow and set team and company policy and targets to support the organizational goal to close books by the third of the following month and drive the Community Education team to reach financial self-sufficiency

10% ADMINISTRATIVE

- Attend supervision and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- Program development, project management and facilitation experience
- 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
- Experience and skill to work with vulnerable populations and create supportive learning environments
- Experience and skill to appropriately handle sensitive financial and HR information
- Proficiency in Google Suite and Microsoft Office including Excel
- Must be available during program hours and during required staff meetings and events

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- Bachelor's or master's degree in education or related discipline
- Teaching background
- 3+ years management experience including training staff, leading team meetings, planning programming, managing a budget, and making data-driven, mission-focused decisions
- Experience and skill to productively manage a classroom using trauma-informed care principles and to teach these skills to supervisees
- Valid First Aid or other safety certifications
- Valid ServSafe or nutrition certification or degree
- Conversational Spanish fluency

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Frequently operates a computer and other office equipment and supplies
- Frequently moves about in a commercial kitchen, gardens, and other community-based locations
- Frequently moves supplies weighing up to 50 pounds
- Frequently positions self to reach products stored on high or low shelves
- Frequently works in indoor conditions
- Occasionally works in outdoor conditions or in natural environments when facilitating activities such as farm or garden tours
- 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.
- This person must be able to work effectively in environments that are often loud, cramped, or unpredictable temperatures
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

ADDITIONAL JOB DETAILS

- **Compensation:** Commensurate with experience, \$43,600 - \$72,8000 annual salary plus benefits
- **Hours per week:** Full time, Exempt, 40 hours per week

- Reports to: Programs Director

TO APPLY

To be considered for this position, please submit a resume and cover letter 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.