

# COMMUNITY EDUCATION ASSISTANT



Position Type: Full time or Part-Time non-exempt  
Position Level: Assistant  
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.

### ABOUT OUR CULTURE

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

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.

Candidates for the Community Education Assistant 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 risk

### TOP 5 JOB RESPONSIBILITIES

1. Create a supportive and engaging learning environment for all stakeholders
2. Develop and present curriculum in a way to reach different learning styles
3. Participate in all team meetings, give feedback and be proactive and solution oriented when solving problems
4. Represent NMEP in a positive and professional manner
5. Arrive to program sites on time and prepared while accounting for set-up and clean-up, submit for mileage reimbursement

### 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 all mandatory and team meetings
- Respond to email and all communications in a timely manner
- Follow company policies including financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents
- Collect and submit both quantitative and qualitative data on a weekly and monthly basis as assigned.
- Attend professional development training/workshops

### **OTHER DUTIES AS ASSIGNED**

- Other duties as assigned

### **REQUIRED SKILLS, QUALITIES, AND EXPERIENCE**

- 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 SKILLS, QUALITIES, AND EXPERIENCE**

- 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

### **ADDITIONAL JOB DETAILS**

- **Compensation:** \$18-24/hour
- **Hours per week:** Part-time, non-exempt (hourly); 20-25 hours per week and/or Full time, non-exempt (hourly) 30-40 hours per week.
- **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). 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.