



Job Title: Food Hub Receptionist
Position Type: Part time permanent
Function/s: Organizational Capacity

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 | Food Hub Receptionist

No More Empty Pots seeks a detail-oriented "people person" with comfort using and troubleshooting technology interested in long-term, stable, part-time employment to join the team.

75% Reception

- Provide a warm welcome to visitors of the Food Hub
- Answer questions about programming and articulate strong understanding of the mission of NMEP
- Answer phones, check messages, transfer calls, and follow up on questions
- Communicate schedule to facilities and posting schedules so that supplies are properly stocked and spaces are prepared
- Ensure booking process is followed including posting room schedules and ensuring equipment and supplies are available and working
- Field requests for and provide tours including setting official tour schedule
- Processing mail and deliveries appropriately
- Check-in volunteers and direct them to the appropriate staff

15% Event Coordination

- Check-in people/groups who have booked spaces
- Manage reservations email account and respond to booking requests including communicating catering orders
- Communicating events policy to all stakeholders

10% Administrative

- Attending supervision and meetings, email and communications, and professional development

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.

Required Qualifications:

- Strong interpersonal skills and customer service experience including communicating with a wide variety of people and following up regarding administrative issues
- Superior attention to detail
- Proficiency in Google Suite, Microsoft Office including Excel
- Proficiency with consumer technology tools

Preferred Skills, Qualities, and Experience:

- Conversational Spanish language competency

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. You show this competency when you:

- ✦ communicate in a respectful tone and in a timely manner
- ✦ listen and ask questions to understand other people's viewpoints
- ✦ use effective cross-cultural communication skills

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. You show this competency when you:

- ✦ try innovative ways to get things done
- ✦ persist when difficulties arise
- ✦ recognize the human, interpersonal and technical sides of a problem

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. You put this competency into practice when you:

- ✦ establish priorities to meet deadlines and communicate in a timely manner regarding deadlines
- ✦ accept and provide feedback in a constructive and considerate way
- ✦ show accountability to the team and follow through on your commitments

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. You show this competency when you:

- + show a willingness to continuously learn and grow
- + adapt to changing work priorities and workplace practices
- + practice self-compassion and avoid self-abuse and negative self-talk

Situational Adaptability

You recognize how your beliefs, ethics and actions fit within the context of a greater community. You show this competency when you:

- + know your personal convictions and strive to put them into practice within the context of the situation or task
- + shows respect for others' rights and diverse ideas when determining how best to respond to a situation
- + consider the broader implications of your decisions rather than reacting reactively in the moment – think long-term, not short-term

Physical Demands and Working Conditions:

- Requires moving up to 15 pounds
- May require remaining in a stationary position for up to 5 hours a day at a desk
- Frequently moves about an office space
- Constantly works indoors
- Constantly operates a computer and other office equipment

25 hours/week

Tuesday - Friday 9 AM - 2 PM

Mondays as scheduled

Salary: Starting at \$12

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 a position with No More Empty Pots is a good fit for you.

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.