

2B CONTINUED

Instructor Job Description

Purpose:

1. Deliver evidence-based training courses at designated community locations and virtually
2. Represent the 2B CONTINUED organization and its mission according to its branding and fidelity standards

Reports to: Executive Director (ED)

Primary work location: Offsite, Remote, 2B CONTINUED Office

Hours:

- Limited, hourly, non-exempt
- Scheduled days, evenings, and weekends, as assigned, as needed. Must be available to flex work schedule as needed: days, evenings, weekends, and additional hours during high demand times.

Benefits:

- Earned Sick and Safe Time, per MN employment law
- Paid Time Off per 2B CONTINUED policy
- Holiday Pay, per 2B CONTINUED policy

Job Responsibilities:

- Management of course in coordination with 2B CONTINUED Office Coordinator (OC)
- Teach evidence-based trainings according to course tenets of fidelity
- Seek 2B CONTINUED support immediately for questions, concerns, or updates related to mental health, classroom culture, and scheduling
- Facilitate, moderate and tailor discussions about mental health and suicide prevention
- Bring awareness of resources to participants and the public
- Assist with outreach activities such as parades, county fairs and table events upon request

Required Qualifications:

1. Passion for 2B CONTINUED's mission and supportive of organization
2. Professionalism demonstrating skill, good judgement, and courteous behavior
3. Character traits: dependable, honest, trustworthy, respectful, accountable, integrity, approachable
4. Positive attitude, empathetic, and compassionate towards others
5. Excellent customer service, oral and written communication skills
6. Proficient with Microsoft Office 365: Teams, Powerpoint, Outlook, Word & Excel
7. Ability to effectively and efficiently manage a workload giving attention to detail, prioritization of tasks, and adherence to deadlines
8. Ability to work independent and with others as a team with minimal supervision, to carry out the vision for the organization
9. Public speaking ability using age appropriate, evidence-based safe messaging around the topics of suicide prevention and mental health & wellness

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10. Ability to set up, operate and troubleshoot technology equipment ie: projector, laptop, Wi-Fi

Other Requirements:

1. Fulfill the criminal and background check requirements for employment upon hire and thereafter
2. Valid MN Driver's License with reliable transportation and personal auto insurance coverage, and be willing to travel 60 miles one way to job site with willingness to travel up to 100 miles infrequently
3. Attendance at 2B CONTINUED events and outreach activities as required in the Mileage & Travel Wages Policy and the Attendance & Compensation at Special Events Policy
4. Become certified in the assigned instructor training(s) upon hire and maintain certification thereafter
5. Take at least one evidence based training offered by 2B CONTINUED upon hire and maintain certification thereafter

Preferred Qualifications:

- Previous nonprofit experience
- Familiarity with suicide prevention and mental health safe messaging best practices

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____