

Job Description – Contract Sewing Instructor (Indianapolis)

Position Summary:

The purpose of this position is to provide assistance to Women’s Program staff and clients who are enrolled in Exodus’ Art Circle and Art Collective. This contract position is designed to provide administrative support to staff as well as direct client support by teaching sewing skills. This role is anticipated to take 5-7 hours weekly.

Scope of Contracted Duties

- Instructor shall assist Exodus with the Women’s Art Circle every Friday from 9:30am to 12:30pm at the Exodus Office, with the exception of holidays, sick days, and pre-approved requests.
 - Women’s Art Circle Duties Include:
 - Teaching clients basic sewing skills utilizing interpreters, when needed.
 - Organizing project supplies in Exodus storage and notifying the Manager of Extended Services when additional supplies are needed. Instructor will purchase necessary supplies once approval is received.
 - Assisting with project development/creation and oversight, including quality assurance for all items intended to be sold. New project designs shall be approved by the Manager of Extended Services and the Director of Development prior to use.
- Instructor will serve as primary liaison between The Art Collective (name subject to change) and the Manager of Extended Services.
 - Art Collective Duties Include:
 - Identifying and recruiting new members of The Collective
 - Assisting with project development/creation and oversight, including quality assurance for all items intended to be sold. New project designs shall be approved by the Manager of Extended Services and the Director of Development prior to use.
 - Procuring requested items from clients for online store in a timely manner
 - Maintaining detailed log of client submissions for reimbursement to be submitted weekly to the Manager of Extended Services.
- Project will be overseen by the Manager of Extended Services and the Women’s Program Coordinator.
- Additional coordination with the CEO and/or Grants Manager may be required.
- Instructor and/or Exodus may be released from this obligation upon two weeks written notice by either party.

POSITION CRITERIA

- Must have advanced sewing skills and be able to effectively teach those skills to others.
- Must be able to effectively communicate with clients of diverse cultural and linguistic backgrounds.
- Must be highly organized with strong attention to detail.
- Must demonstrate patience and flexibility.
- Fluency in a language spoken by client populations is a plus.
- Previous experience working in a cross-cultural environment as part of a team is preferred.