

**Urban League Twin Cities
Job Description**

Job Title: Cannabis Instructor	FLSA: Exempt	Salary: \$55k-\$65k
Intersection: Workforce Solutions	Program/Dept: Workforce Programs	
Reports to: Workforce Director	Number of Direct Reports: 0	

About the Urban League Twin Cities (ULTC)

For 100 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

Position Objective:

The Cannabis Training Instructor is responsible for delivering high-quality cannabis workforce training aligned with industry standards, state & federal laws, and credentialing requirements. This role focuses on classroom instruction, hands-on learning, and industry exposure to prepare participants for employment across the cannabis sector. The instructor will maintain required certifications, build employer and industry partnerships, and coordinate offsite learning opportunities to strengthen career pathways for participants.

Major Job Functions & Responsibilities:

The primary duties include:

- Deliver instructional content for cannabis workforce training programs, including retail, cultivation, manufacturing, and production.
- Obtain and maintain all four Green Flower certifications:
- Cannabis Associate, Cannabis Retail Specialist, Cannabis Cultivation Specialist, and Cannabis Product Development Specialist
- Develop and facilitate lesson plans, activities, and assessments aligned with industry-recognized credentials and workforce readiness standards.

- Provide instruction on cannabis compliance, safety, ethics, and state regulatory frameworks.
- Coordinate hands-on learning experiences, including site visits, job shadows, guest speakers, and other offsite industry exposure opportunities.
- Build and maintain strong relationships with cannabis employers, training partners, and industry professionals to support participant learning and employment outcomes.
- Collaborate with workforce staff to align training with participant career goals and local labor market needs.
- Track attendance, participant progress, credential attainment, and instructional outcomes in required data systems.
- Support participants in understanding career pathways within the cannabis industry, including entry-level and advancement opportunities.
- Ensure instructional practices are inclusive, culturally responsive, and aligned with equitable workforce development goals.
- Stay current on cannabis industry trends, regulatory changes, and workforce needs to continuously improve curriculum and instruction.

Qualifications

Required

- Bachelor's degree in education, public health, workforce development, business, agriculture, chemistry, manufacturing, criminal justice, or a related field.
- Demonstrated instructional experience, preferably in workforce training, adult learning, or regulated industries.
- Ability to obtain all required Green Flower certifications.
- Knowledge of Minnesota cannabis laws or ability to learn and translate regulatory requirements into training content. MN Revisor's Office
- Strong industry connections or ability to cultivate relationships with licensed cannabis employers.

Preferred

- Prior experience working with adult learners, especially in community-based workforce programs.
- Experience aligning training to state policy or regulatory compliance requirements.
- Familiarity with career services, job placement strategies, and employer coordination.

Work Location/Ability to Commute/Relocate:

- This position is located in Minneapolis, MN 55411. The successful candidate is expected and required to reside in the Twin Cities metropolitan area and work onsite at ULTC offices.
- Up to 50% travel to industry sites for offsite instruction and employer engagement.
- Must have Valid Driver's License and Valid Auto insurance.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have read and understand the job responsibilities and standards for my position

Print Employee Name

Employee Signature

Date

Supervisor Signature

Date