



N.A.B.O. Euskara Coordinator

Job Description and Application Guidelines

Job Description

The Euskara Coordinator is a part-time (approximately 20 hours per week) administrative position in N.A.B.O. Funding for this position depends on a yearly grant from the Basque Government. The contract between the Euskara Coordinator and N.A.B.O. runs from January 1 to December 31. The Coordinator must report to, and work for, the N.A.B.O. Euskara Program director and the N.A.B.O. President.

Requirements

- Applicant must be a member of a N.A.B.O. organization and be legally eligible to work in the United States.
- Applicants with a B2 CEFR level of Euskara preferred or an equivalent level.
- Applicants with a four-year college degree (Bachelor's degree) preferred or equivalent work experience.

Responsibilities

The job will consist of (but not be exclusive to):

- Acting as administrator to the N.A.B.O. Euskara Program
- Communicating with the N.A.B.O. Euskara instructors and to the Etxepare Basque Institute.
- Record-keeping for the Euskara program including the collection of the attendance sheets for the Euskara courses taught at N.A.B.O. participating members and submitting them to the N.A.B.O. Treasurer.
- Grant writing.
- Organizing and running training workshops for current instructors.
- Organizing and running one yearly barnetegi for future instructors when needed.
- Overseeing the education of future Euskara teachers.
- Administering the online Euskara teaching application.
- Attending the three N.A.B.O. meetings per year.
- Attending the Euskara Committee meetings.
- Conduct teacher self-evaluations & evaluation of students & and Euskara Coordinator evaluation by teachers.

How to Apply

To apply, please email a cover letter and resume to President@nabasque.org and in your email, address the form questions below.

- Your N.A.B.O. club affiliation (membership in a N.A.B.O. organization is required of

applicant)

- Your US labor laws qualification (US citizen, resident with permission to work, valid visa with permission to work)
- If you are a resident or have a visa, please explain what type and when it expires
- Please briefly tell us about yourself
- Degree(s) and certifications that qualify you as an Euskara teacher
- Experience teaching Euskara
- Please provide references (name, organization, telephone number) for your teaching
- Experience with the N.A.B.O. Euskara program
- Experience with the HABE Euskara program
- Your goals for the N.A.B.O. Euskara program, and how do you see them being put in place
- Other questions or comments regarding this position