



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.

Responsibilities

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

- Communicating with the N.A.B.O. Euskara instructors and to N.A.B.O. Euskara Chair.
- 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. Registering students and tracking tuition payments is considered part of record-keeping. Coordinator will also be expected to help NABO to develop and implement online registration and payment software or applications in order to streamline and simplify registration and payment.
- Organizing the training workshops for current instructors and one yearly barnetegi for instructors when needed.
- 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, evaluations of students; and organize Euskara Coordinator evaluation by teachers.
- Arrange, schedule, advertise for, organize, and open classes as necessary.

How to Apply

To apply, please email a cover letter and resume to nabolehendakari@gmail.com 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
- Past 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