



# N.A.B.O. Euskara Coordinator

## Job Description and Application Guidelines

### Job Description

The Coordinator is a part-time administrative position in NABO. Funding for this position depends on a yearly grant from the Basque Government. The contract between the Euskara Coordinator and NABO runs from January 1 to December 31. The Coordinator must report to, and work for, the NABO Euskara committee.

### Requirements

Applicant must be a member of a NABO organization and be legally eligible for employment in the United States to apply.

### Responsibilities

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

- Acting as administrator to the NABO Euskara program
- communicating to NABO Euskara instructors and HABE
- record-keeping for the Euskara program
- grant writing
- organizing and running two annual training workshops for current instructors
- organizing and running one yearly barnetegi for future instructors
- overseeing the education of future Euskara teachers
- administering BOGA
- attending the three NABO meetings per year.

### How to Apply

To apply, please email a cover letter and resume to [president@nabasque.org](mailto:president@nabasque.org) and in your email, address the form questions below.

- Your NABO club affiliation (membership in a NABO 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 NABO Euskara program
- Experience with the HABE Euskara program
- Your goals for the NABO Euskara program, and how do you see them being put in place
- Other questions or comments regarding this position