



N.A.B.O. Facilitator

Job Description and Application Guidelines

Job Description

The Facilitator is a part-time administrative advisory role in NABO. Funding for this position depends on a yearly grant from the Basque Government. The Facilitator is paid only once the funds are received but is expected to work throughout the year. The contract between the Facilitator and NABO runs from January 1 to December 31.

Requirements

Applicant must be a member of a N.A.B.O. organization and be legally eligible for employment in the United States to apply.

Responsibilities

Some of the duties of Facilitator include (but aren't limited to):

- Regular communications: Publishing weekly Astero Basque updates
- Helping with internal communication between N.A.B.O. members
- International communication with the Basque Government & Basque Diaspora
- Writing and submitting grants for N.A.B.O.
- Webmaster/email: updating of N.A.B.O. website and maintaining the N.A.B.O. email list.
- Aiding in the ongoing formulation and implementation of Four Year Plan
- Coordination of N.A.B.O. conference meetings
- Assisting N.A.B.O. chairpersons when requested
- Responsibility for meeting equipment and delegate handouts
- The facilitator is also a resource and consultant for clubs who would like to organize N.A.B.O. events.

Preferred skills and qualifications

- Multi-lingual: As information comes to N.A.B.O. in three languages, it is helpful for the Facilitator to be fluent in English, Spanish and/or Basque
- Familiarity with N.A.B.O. processes and corporate structure: The Facilitator needs to have a good working knowledge of N.A.B.O. so that they can quickly answer questions that arise.
- Resourceful: you may be tasked with various projects. For example, coordinating musicians or dancers who would like to visit at least three NABO clubs, as in the case of Kalakan, and Errebal. Coordinating travel for Udaleku instructors in an effort to make it as affordable as possible or coordinating travel for other artists for Kantari Eguna, or other N.A.B.O. events.

How to Apply

To apply, please email a cover letter, and resume to president@nabasque.org and in your email, address the required application 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
- Position of responsibility that you have fulfilled in your Euskal Etxea
- Level of Euskara speaking fluency and read/write fluency (list separately)
- Level of Spanish speaking fluency and read/write fluency (list separately)
- Level of French speaking fluency and read/write fluency (list separately)
- List any Previous N.A.B.O roles you have held (officer, chair, delegate, etc.)
- Which NABO committees have you been involved in, and in what role?
- Grant-writing experience
- Newsletter-writing experience
- Website experience
- What do you feel you can bring to the position of Facilitator?
- Why do you want this position?
- Other questions or comments regarding this position