

Director of Language Services

Overview:

The Germanic-American Institute is a Minnesota non-profit, located on historic Summit Avenue in St. Paul. Its mission focuses on promoting Germanic language and culture.

The GAI is currently seeking a Director of Language Services. The person in this position coordinates and manages all aspects of the GAI's language classes, tutoring, and translation services.

Hours: This is a flexible, part-time position of 20-25 hrs/week with the opportunity for more hours in other departments, depending on candidate's specific skills.

The days of work can be spread over 3-5 days, Monday-Friday, between the hours of 9am and 7pm. A limited number of evening hours are required at the beginning of each semester as new courses begin.

The ideal candidate for this job is passionate about German language education and working in the non-profit sector. The Language Services Director must be comfortable and skilled in managing a teaching staff, building relationships with students and clients, and managing all details for students to have an outstanding learning experience.

Starting wage: \$14.00-\$16.00/hr.

Job Duties / Responsibilities:

- Coordinate adult language classes, tutoring, children's *Samstagsschule* and summer camps, and translation referrals
- Recruit and contract language instructors and tutors
- Monitor instructors' effectiveness through periodic observation and evaluations
- Oversee the Language Services budget, including meeting profitability goals
- Be the first person of contact for prospective students and others interested in GAI language services; Maintain communication with current, past, and prospective students via answers Language Services phone, voice-mail, and e-mail

- Process and record student registrations and payments
- Maintain yearly class calendar
- Order textbooks and classroom supplies
- Award and manage a limited number of scholarship and work study programs
- Maintain rapport with the AATG, MNAATG, and MCTFL and other language and education institutions

- Work with the Executive Director to expand Language Services course offerings beyond the GAI to off-site locations, corporations, community education programs, etc.;
- Represent the GAI Language Program at GAI and other community events
- Other responsibilities as assigned by the Executive Director.

Required qualifications:

Bachelor's degree or equivalent

Fluency or strong proficiency in German

Experience managing a staff, team, or volunteers

Proven organizational and record keeping skills

Demonstrated ability to provide outstanding customer service

General office support skills including experience with MS Office

Excellent written and verbal communication skills

Ability to work well in a shared space and as part of a highly-motivated team who willingly takes on tasks outside their normal job requirements

Preferred qualifications:

German/foreign language teaching experience

Proven record of outstanding customer services

Experience coordinating events as well as developing displays and exhibits

Experience working in a library

Experience updating web content

To apply:

Send cover letter and resume to Jeana Anderson, GAI Executive Director, janderson@gai-mn.org with "Director of Language Services Application" in the subject line.

Application deadline:

ASAP, as we would like to begin training immediately. Friday, January 13 or until filled.