

Position: Director of Language Education
Germanic-American Institute, St. Paul, Minnesota
Classification: Full-time, exempt, 35 hours/week
Reports to: Executive Director
Salary Range: \$46,000-\$54,000 DOE



Overview

The Germanic-American Institute is a Minnesota non-profit organization, located on historic Summit Avenue in St. Paul. The GAI is the most prominent center for German language and culture education in the United States, and our mission is to connect people to a broader world through German language and culture. GAI is also a Goethe-Institut proficiency exam testing center and *Kulturgesellschaft*.

The Director of Language Education is a vital leader in developing, implementing, and evaluating relevant educational programs such as German courses, tutoring, children's summer camps, and Goethe-Institut testing. Special initiatives related to German(ic) language and culture are also managed by this position in collaboration with other staff and directors.

The ideal candidate for this job is passionate about German language education, German culture, and working in the non-profit sector. The Director of Language Education must be experienced and skilled in developing and growing programs and services, managing a teaching staff, building relationships with students, clients, and partner organizations, and managing all related details.

Job duties and responsibilities

Language Programs

- Manage, lead, and grow all aspects of language programs for adults and children, including classes, tutoring, *Samstagsschule* and summer camps, on-line classes, and scholarship program
- Develop plan for growing online class enrollment
- Recruit, hire, and manage language instructors, tutors, and summer camp staff
- Evaluate teaching staff via class via classroom observation and student evaluations
- Coordinate with the Goethe-Institut: Schedule exam testing dates and order materials, collaborate on programs and events, and manage *Kulturgesellschaft* status and grants as needed
- In collaboration with other department leads and directors, develop and monitor the annual program and class schedule, calendar, and budget for GAI language programs and initiatives
- Develop, disseminate, and collect evaluation information, and other forms of formal and informal feedback, to ensure GAI language programs and initiatives are mission oriented and successful
- Develop strong relationships with internal and external stakeholders and partners to assess nonprofits' interests and needs. Use this information to prioritize, plan, and develop high quality programs that are responsive and mission critical

Administration and operation

- Process registrations and payments, maintain class schedules and calendar, order textbooks and supplies, administer scholarships and/or work-study
- Develop and maintain relationships with AATG, MNAATG, and MCTFL and other language, culture and education institutions and organizations (for example other language institutes and universities)
- Represent the GAI Language Program at GAI and other community events
- Develop, review, and analyze the department budget, including meeting revenue, growth, and profitability goals

Hours and remote work

This is a full-time, exempt position based on an average of 35 hours/week. GAI policy requires working on-site a minimum of 3 days per week for full-time directors, except when CDC guidelines advise otherwise. Core hours for remote work are 9:30 a.m. to 3:30 p.m., Monday through Friday. During core hours, staff are working online and available for questions or team collaboration.

Vaccination policy

GAI requires employees to be Covid vaccinated. Proof of vaccination must be submitted prior to first day of employment.

Compensation and benefits

This is a salaried position, based on 35 hours/week. Starting wage will be between \$25 and \$30/hour, depending on qualifications. Benefits include employer-sponsored health insurance, paid-time-off (PTO) and sick days, 11 paid holidays, annual IRA contribution, and flexible scheduling.

Required qualifications

- Must be legally authorized to work in the United States
- Fluency or near native proficiency in German
- Bachelor's degree or equivalent
- German/foreign language teaching experience
- Thorough knowledge of the Common European Framework of References for Languages
- Experience leading and supervising staff and ability to evaluate teachers' classroom and virtual teaching performance
- Demonstrated ability to work and communicate effectively with a high degree of cultural competency
- Demonstrated ability to efficiently organize, manage, track, and complete multiple projects and competing priorities in a fast-paced environment
- Budget planning and financial management
- Demonstrated proficiency with Office Suite, and email, web, and database programs

Preferred qualifications

- Experience directing educational programs in the nonprofit sector
- Program or project management
- Strategic planning and development
- Knowledge or experience with virtual learning programs

Work environment and culture

The Germanic-American Institute is in an exciting phase of visioning and growth. The annual operating budget has increased threefold in the past 10 years and is currently \$1.4 million. The GAI Board of Directors and staff have set a vision for becoming the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in Germanic culture will find the position especially rewarding.

The Director of Language Education allows for generous creativity, professional development, and the strong sense of contributing to the growth and advancement of a leading cultural institute. We have a creative, hard-working, and passionate team who enjoys good food, good coffee, and achieving great results.

At the GAI, we believe in and follow the following principles:

- A European attitude towards work-life balance, which takes into account that employees also have family (including pets) in need of care and attention. The GAI offers flexible schedule, healthy time-off, and vacation options. For example, we close the week between Christmas and New Year's because everyone needs that time to rest and recharge.
- Stellar service to all organizational stakeholders.
- Developing a sense of community among all who engage at the GAI. We strive to get to know everyone who walks in our doors.
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.

Here is a sample of what current staff members say about working at the GAI:

"I love working at the GAI because of the great people: our director, staff, board, volunteers, members...plus a strong belief in our mission, hard-working and supportive colleagues, and a work-life balance policy that can't be beat!"

"After working in 'for-profit' business and industry for 25+ years, I found the GAI to be a refreshing change and challenge. "

"The GAI encourages innovation and experimentation, allowing individuals creative expression through their work."

"It is so refreshing to work in an environment where I am surrounded by creative, talented, intelligent coworkers who support my drive to innovate. All this, and an expectation of work-life balance make the GAI a phenomenal place to work each day!"

To Apply: Send a cover letter and resume to Executive Director Jeana Anderson at janderson@gai-mn.org. Please write Director of Language Education in the subject line. The application deadline is March 1, 2022, although interviews with highly qualified candidates could begin earlier. The position will remain open after the deadline if the right candidate has not yet been located.