



Director of Language Education

Position Title: Director of Language Education

Reports to: Executive Director

Position Classification: Full time, 32-35 hours per week minimum. Administrative office hours can be flexible. The position requires 3 days in the office minimum (hybrid). A portion of office hours may be performed remotely as agreed upon with the Executive Director.

Compensation and Benefits: \$55,000-\$70,000 per year annually commensurate with experience. The GAI offers employer sponsored health and dental insurance, 13 paid holidays, paid time off (PTO) and sick leave, annual IRA bonus, and free class tuition. The GAI is closed Dec. 24-Jan 1.

Position Overview

The Germanic-American Institute, a non-profit organization dedicated to connecting people to a broader world through German language and culture, is seeking a passionate Director of Language Education to join our team. The ideal candidate 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.

The Director of Language Education is a vital leader in developing, implementing, and evaluating relevant educational programs such as German courses, children's Saturday school and 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.

Work Environment & Culture

The Germanic-American Institute is in an exciting phase of visioning and growth. 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 position allows for professional development and the strong sense of contributing to the growth and advancement of a leading cultural institute. At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to hone their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.

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
- Recruit, hire and manage language instructors, tutors, and summer camp staff
- Evaluate teaching staff via class via classroom observation and student surveys
- Coordinate with Goethe Institut; Schedule exam testing dates and order materials; collaborate on programs and events; Manage Kulturgesellschaft status and grants as needed
- In collaboration with other department leads & 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 / Operations

- Process registrations and payments; maintain class schedules & calendar; order textbooks & supplies; administer scholarships/work-study.
- Develop and maintain relationships with AATG, MNAATG, and MCTFL and other language, culture and education institutions and organizations. (Institutes, Universities)
- Represent the GAI Language Program at GAI and other community events
- Develop, review & analyze the department budget, P&L reports, including meeting revenue, growth and profitability goals

Required Qualifications

- Fluency or near native proficiency in German
- German/foreign language teaching experience
- Practical knowledge of the Common European Framework of References for Languages
- Experience leading and supervising staff; 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 / database programs

Preferred Qualifications

- Experience directing educational programs in the nonprofit sector
- Program or project management skills
- Strategic planning and development
- Knowledge or experience with virtual learning programs
- Grant writing
- Relationship building with students, volunteers, and engaged community members

Covid-19 Safety

All employees of the Germanic-American Institute are strongly encouraged to be fully vaccinated against Covid-19 and to have received a booster.

Equal Opportunity Employer

The GAI is committed to acknowledging, addressing, and dismantling practices which impede progress. We are actively seeking a diverse pool of candidates and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment. EEO/W/M/Veteran Disability

How to Apply

To express your interest about this opportunity, please email resume and cover letter to janderson@gaimn.org with Director of Language Education in the subject line. Applications will be reviewed as received but must be submitted by June 20, 2024.