



**JOB TITLE:** Navajo Language Instructor  
**REPORTS TO:** Program Coordinator

**FUNCTIONAL AREA:** Language & Culture  
**SALARY:** Contracted Position (Part Time)

**HOURS:** TBD [must maintain a flexible schedule as evening and/or weekends are required.]

**JOB SUMMARY:**

This position under the Language and Culture program offered by the Phoenix Indian Center will be responsible for teaching heritage language classes (Indigenous Language Navajo) and coordinate with team in planning and implementation. Assist in recruiting and registration, interface and support students and family in all areas of project.

**MAJOR JOB FUNCTIONS:**

- Conduct a series of *American Indian Specified Language* (Navajo Language) classes, typically 8-10 weeks in length, in the Phoenix metro area
- Creating curriculum lessons plans in consultation with the Language and Culture Program Staff, utilizing a combination of text and personal knowledge/experience
- Develop pre and post assessments to distribute to participants
- Assist in marketing the project appropriately to encourage participation through creation, coordination and implementation of events as appropriate
- Attend trainings as requested
- Assist with activities and events held in conjunction with the Language program which may include but not limited to: Curriculum planning, Focus Groups, Meetings with tribal entities and Data collection/facilitator feedback
- Ability to maintain contact and engagement with students attending classes in-person, virtually and at hub sites simultaneously

**MARGINAL OR ADDITIONAL FUNCTIONS**

- Weekly consultations with Instructional Coaches, Project Coordinator and IT Support Specialists regarding the delivery of language class
- Communicate with key community contacts and tribal language experts
- Database maintenance – program inputs, outputs and outcomes
- Completion of program reports
- Accessing community resources
- Performing various duties as required ensuring responsible, professional, and caring delivery of services

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in field appropriate to area of assignment AND two years of relevant experience; OR any comparable combination of years of education and experience



- Knowledge of American Indian experience, including youth and family strengths and stressors, tradition and culture, and prevention and resilience
  - Ability to speak, read and write in *specified American Indian language*
  - Strong knowledge base and understanding of Native American culture, tradition, spirituality, language, history and contemporary topics
  - Educator Skills
  - Ability to develop professional relationships with key community representatives with strong communication skills
  - Ability to multitask
  - Ability to effectively communicate ideas, findings, recommendations, and outcomes
- Highly proficient with Microsoft software package (outlook, word, excel, PowerPoint, publisher)
- Must have dependable transportation with a valid Driver's License and Automobile Insurance coverage in compliance with Phoenix Indian Center requirements