

**JOB TITLE:** Project Specialist-Language & Culture

**DATE UPDATED:** January 2025

**FUNCTIONAL AREA:** Language & Culture

**DATE APPROVED:** January 13, 2025

**REPORTS TO:** Program Manager

**PREPARED BY:** Program Manager

**GRADE:** Full Time – Non-Exempt

**SALARY:** \$41,000 - \$45,000

**POSITION SUMMARY:**

This position is responsible for the day-to-day operation of Language & Culture projects, especially as it relates to AmeriCorps Elder programming. They will develop and manage the project's activity timeline, assuring that all goals and objectives are on time, recognizing and identifying barriers and suggesting solutions as necessary. Position is responsible for the direct engagement and recruitment of youth, parents/families, and elders to participate in Language & Culture projects. Position oversees appropriate program data and the implementation of classes, workshops, and events. They also oversee and support project's volunteers and participate in the development of Language & Culture curriculum and educational programs as needed. Assists with the completion of the project's required documents and reports, coordinates the program with partner agencies and engages in activities designed to maintain a high level of agency cultural awareness and responsiveness.

**MAJOR FUNCTIONS:**

- Assist in the coordination and implementation of the Language & Culture strategic plan to include stated outcomes of the project(s).
- Provide support to Language & Culture instructors and consultants as needed to ensure timely and consistent delivery of project activities.
- Administer confidential data collection, data assessment, and data storage process
- Timely record keeping and completion of required project reports as required
- Creation, coordination and implementation of appropriate events and presentations
- Collaboration with partnering organizations, coalitions and community members to increase program effectiveness and awareness
- Implement program, financial and organizational procedures
- Work closely with the Program Coordinator to maximize operational efficiencies to meet goals & objectives
- Maintain and comply with agency confidentiality requirements
- Participate in scheduled external and internal meetings and trainings
- Participate in All-Center events, fundraisers, and additional workshops, events or special projects as needed
- Other duties as assigned

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in an appropriate field plus 2 years' relevant experience or any equivalent combination of education and experience
- Ability to develop professional relationships with key community representatives
- Must be a self-starter and work with minimal supervision to complete the job and meet grant deliverable requirements
- Must be able to schedule, identify priorities and meet deadlines
- Ability to motivate and engage the professional, education, social service, and humanities service provider community and youth and community members at large
- Ability to strategize, problem solve and coordinate plan execution
- Ability to multitask effectively
- Ability to communicate issues, ideas, findings, recommendations, and outcomes to peers and management
- Knowledge of MS Office software
- Knowledge of American Indian youth and family dynamics including strengths and stressors within urban communities
- Understanding of American Indian Culture(s)
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary.
- Must be able to work evenings and weekends, as needed

## **PREFERENCE:**

In accordance with the Indian Preference Policy, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

### **Note - All staff requirements:**

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements