



***N.O.I. (Nuovi Orizzonti Italiani) Foundation  
Inc.***

Dedicated to the Preservation of the Italian Language and Culture

**JOB-**

**POSTING**

**Director of Italian Language Programs  
(Part-Time)**

The Foundation N.O.I. (Nuovi Orizzonti Italiani) – Ente Gestore for the promotion of the Italian Language and Culture within the Jurisdiction of the Consulate of Italy in Detroit- announces the opening of a position as Director of Italian Language Programs beginning Fall 2021.

***Candidates are asked to provide NOI Foundation Board with a current Resume' (Curriculum Vitae) and a letter of interest by no later than June 30<sup>th</sup>, 2021:***

Please forward the above documents in PDF form to Lino Scamardella, President NOI Foundation Inc. at [linosca@hotmail.com](mailto:linosca@hotmail.com) with a CC to Franco Iaderosa at [noifdn@aol.com](mailto:noifdn@aol.com).

In addition to the tasks listed below the Director will be responsible to the Board of Trustees of the NOI Foundation as per its mission and By-Laws

**Role requirements:**

- Native Italian Speaker
- Fluent English Speaker
- Works closely with the office of the Dirigente Scolastico
- Communicates with the Consulate of Italy in Detroit when necessary
- Makes contacts and stipulates agreements with Districts and Principals regarding implementation of possible new Italian programs.
- Helps with the selection of new teaching staff
- Coordinates promotional activities to increase the number of students enrolled in A.P. (Advanced Placement) Italian courses/exams
- Prepares the preventivo (proposed language activities and programs) with the treasurer

- Prepares the consuntivo (report of completed programs and activities) with the treasurer
- Gathers data from teachers regarding number of students, courses and hours of lessons
- Collaborates with the President, the Executive Board and the Board of Directors.
- Orders requested materials for schools
- Will assist with fund-raising activities proposed and organized by the Fund-Raising Committee and the Board of Directors.
- Has periodic and direct contact with teachers who cooperate with NOI Foundation
- Visit schools once a year
- Participates at official events with the President and the Board of Directors.
- Collaborates with Com.It.Es (Comitato degli Italiani all'Estero)
- Cooperates with the Osservatorio della Lingua Italiana (OLI) (Detroit)
- Participates in meeting of the OLI organized by the Italian Embassy
- Cooperates with other local and national organizations whose mission is the promotion of the Italian language and culture

**Experience: (Highly Recommended)**

- Substantial knowledge of the ITALIAN AND THE AMERICAN educational system (K-12)
- Knowledge of teacher certificate process
- Knowledge of WORD, EXCEL, POWERPOINT, ZOOM and other virtual/social platforms

Salary is based on the average number of hours required by the proposed activities.

Pasquale (Lino) Scamardella, President  
NOI Foundation, Inc.