



***N.O.I. (Nuovi Orizzonti Italiani) Foundation Inc.***  
Dedicated to the Preservation of the Italian Language and Culture

## **JOB-POSTING**

### **Executive 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 Executive Director of Italian Language Programs beginning September 1<sup>st</sup>, 2022.

***Candidates are asked to provide NOI Foundation Board with a current Resume' (Curriculum Vitae) and a letter of interest by no later than July 15<sup>th</sup>, 2022.***

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).

#### **Role requirements:**

- Native Italian Speaker,
- Fluent English Speaker,
- Works closely with the office of the Dirigente Scolastico of the Consulate,
- 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,
- 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 and completes relative forms regarding the number of students, courses and hours of lessons both at the beginning and at the end of the scholastic year,

- 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.

**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.