



EMPLOYMENT OPPORTUNITIES

Job Title: Community Language Teaching Coordinator

Closing Date: 10/15/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-296-4

Job Type: Full Time Regular

Department: Huhugam Heritage Center

Location: 21359 S. Maricopa Rd.

City: Chandler, AZ

Area of Interest: Teaching

Salary: \$56,957.00 - \$70,457.00 Salary

Tribal Driving Permit Required: YES

DISTINGUISHING FEATURES OF THE CLASS:

The Community Language Teaching Coordinator is responsible for overseeing the planning and development of the Huhugam Heritage Center Language Program, including supervising the Language Specialists. The incumbent will develop instructional materials in both community languages (Akimel O'otham and Pee Posh) and will also provide training and guidance to the Community Language Instructors on immersion teaching techniques. Under the guidance of the Huhugam Heritage Center Director, the Community Language Teaching Coordinator will build a community-based teaching program that will provide quality instruction to assist community members in building language fluency in Akimel O'otham and Pee Posh.

ESSENTIAL FUNCTIONS:

- Responsible for daily supervision of the Language Specialists including monitoring, observing and assessing performance and provide instructional support to build teaching skills.
- Provide resources and materials to promote fluency and retention of the Akimel O'otham and Pee Posh languages.
- Create and develop a community-based instructional curriculum in Akimel O'otham and Pee Posh. Work closely with the Language Specialists on writing and implementing lesson plans that focus on immersion-based instruction of both languages.
- Coordinate with Community Elders, fluent speakers and language professionals in the development of Huhugam Heritage Center language activities. Assist with the documentation of the of Akimel O'otham and Pee Posh language and the development of documentary materials (audio, video, written) for language preservation.
- Model best practices for Language Specialist and Community Teachers on the methods of instructing second-language learners of Akimel O'otham and Pee Posh. Provide and facilitate training opportunities for staff, volunteers and community.
- Responsible for holding regular meetings with the Language Specialists, Community Teachers and other assigned staff.
- Provide regular updates, written and verbal reports to Director and other administrative staff.
- Responsible for creating and implementing an annual work plan and budget. Coordinate language events (winter storytelling, harvest activities) with the assistance of the Special Events Coordinator.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of Akimel O’otham /Pee Posh language and culture.
- Knowledge in developing language acquisition lesson plans.
- Knowledge of cultural appropriateness of lessons being developed.
- Knowledge of Second Language Acquisition (SLA) and immersion-based learning and teaching techniques.
- Knowledge of principles and techniques used in language documentation.
- Knowledge of utilizing audio/video recording equipment and digitizing audio/video recording onto computer platforms.
- Knowledge of computer data entry, word processing and spreadsheet applications.
- Knowledge of graphics and video editing programs (i.e. PowerPoint, Photoshop or Movie Maker).
- Ability to express ideas effectively verbally and in writing; including presentation skills.
- Ability to maintain effective working relationship with other employees, Community officials and the general public.
- Ability to plan, organize, coordinate and conduct events.
- Ability to work flexible hours when necessary.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Associate’s degree from an accredited college or university in Linguistics, Education, Second Language Acquisition and Teaching or closely related field and three (3) years of related experience, or any combination of education, training and/or experience which demonstrates the ability to perform the functions of the position.

Must have the ability to speak, read, write, and translate words or phrases from Akimel O’otham and/or Pee Posh language into English and English into Akimel O’otham and/or Pee Posh language. American Studies and/or English Immersion courses are preferred.

GRIC Community member preferred.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator’s permit. Valid state driver’s license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Salaried Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving

the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**