

**Job title: Maya Education Initiative Director**

The Maya Education Director will work closely with the program team to support the day to day operations of educational programming and lead Maya teachings to ensure program success for youth and community participants and support the Empowered Women, Healthy Families domestic violence program through relevant programming. This individual will provide educational development opportunities in alignment with the mission; and may provide transportation to and from CMPI events. The ideal candidate has demonstrated knowledge of Maya culture and language, a strong passion for Native culture, youth and community leadership development, and mentorship. This position may be extended to address program needs.

**Job Duties:**

- Attend staff trainings, weekly team and program meetings
- Support coordination of Maya education programs, including recruitment, curriculum, goals, forms and reporting, supply and equipment needs, daily schedules and activities, behavior guidelines and enforcement, and evaluation
- Build positive relationships with youth and their families
- Provide training to youth participants to become leaders in the community
- Collaborate with the CMPI team across programs and activities, especially supporting Empowered Women, Healthy Families domestic violence program and staff
- Assist with meeting preparation, logistics and communications with youth, their families, and staff regarding program activities, transportation and updates
- Support program documentation and evaluation needs related to grant reporting needs
- Fulfill administrative duties associated with the job
- Must be willing to adapt to change, fill in during staff absences and meet CMPI needs
- Assist in programming activities and other duties as assigned

**Requirements:**

- Demonstrated knowledge of youth and community program coordination
- Demonstrated ability to meet grant objectives
- Ensure that program activities are consistent with mission, cultural values and principles
- Ability to communicate effectively and work collaboratively with staff, youth and families
- Experience working with Maya youth and community
- Must pass a background check
- Must have a valid driver's license, be willing and able to travel and drive clients as needed

**Characteristics necessary:**

- Knowledge of Maya culture, language, and/or history
- Must be able to work as a part of a team using a collaborative approach
- Must be tri or bilingual (Q'anjob'al or indigenous Language and Spanish or English)



**Preferred Candidates**

- Associates degree in Education
- Individual who can also speak Q'anjob'al or indigenous Language

**Interested Candidates:** Salary range starts at \$55,000 with benefits. Pay scale and job title is commensurate with education and experience. Submit a cover letter and resume for the position to [development@pixanixim.org](mailto:development@pixanixim.org).