

Internship: Assistant to Executive Director

Alliance Française d'Atlanta

Organization Description

Alliance Française Atlanta is a non-profit organization committed to the study of French language and cultural exchange between Americans and French speakers representing France and 50 Francophone countries in Africa, Asia, Europe, and North America. We are committed to education and cultural outreach to communities within and around Atlanta and to fostering cross-cultural understanding. We offer French language instruction for all levels as well as cultural programs such as art exhibits, music, films, lectures and more.

Job Description

The Alliance Française d'Atlanta has an immediate open internship position as an Assistant to the Executive Director. The EA intern will report directly to the Executive Director, providing executive support in a one-on-one working relationship. The ideal intern will assist in being the primary point of contact for internal and external constituencies on many matters pertaining to the Office of the Executive Director. The ideal individual will have impeccable attention to detail, the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

This individual will provide administrative, project, and research support and will be exposed to multiple facets of running a well-established language and cultural institution. This key position requires a dynamic, energetic and quick-witted individual who thrives in a fast-paced environment and will take ownership of responsibilities and anticipate needs.

Duties and Responsibilities

- Manage and coordinate day-to-day support to the Executive Director applying appropriate prioritization and skill.
- Coordinates Executive Director's calendar and schedules appointments, ensuring all parties are informed of and kept abreast of schedule as appropriate.
- Compose or transcribe, edit, review and proofread written draft responses to correspondence or other documents to be sent under the signature of the Executive Director.
- Proactively establishes, organizes and maintain the Executive Director's electronic filing system, storing documents as required.
- Ensure critical deadlines are met and that project timetables are adhered to or adjusted as needed.

- Prepare presentations, gather and collate materials and ensure timely preparation and dissemination of information regarding a wide variety of on/off site meetings and special projects related to the meetings for the Executive Director.
- Conducts research; compiles and types statistical reports.
- Prepares staff meeting agenda, as requested.
- Works with staff/volunteers on special events, projects, campaigns, and assists with social media where necessary
- Coordinates travel arrangements; completes expense reports and processes invoices
- Answers and screens telephone calls and emails in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgement and discretion in handling requests for appointments and telephone calls.
- Attends meetings and other functions as needed.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Performs other related duties as assigned by management.

Qualifications

- Must be self-motivated and able to multitask
- Must have a strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong critical thinking skills.
- Excellent oral and written communication skills.
- Ability to read and/or speak French highly desired, but not required
- Strong Internet Research Capabilities
- Proficiency in Microsoft Word & Microsoft Excel

The Alliance Française Offers

Opportunity for professional skills building

Complimentary French Language classes during your internship

Experience working in a francophile environment

Perfect addition to your resume / C-V

Additional Information

This is an unpaid internship that can last for a determined duration and/or be semester based. Interns will quickly learn leadership skills and will be able to receive college credit where necessary. Successful candidates must be able to dedicate 10-20 hours, Monday through Friday.

Serious Inquiries are encouraged to email their resume to admin@afatl.com