

Education Intern Alliance Française of Atlanta - Atlanta, GA

We are looking for an Education Intern for a 4-6 month internship starting immediately. Hours are Monday to Wednesday/15-20 hours a week. The Education Intern will work closely with the Director of Education of the Alliance Française of Atlanta in the ongoing work of a small office. This person will assist with a wide range of education projects which includes answering phones and making phone calls, inputting survey data, networking through social media, updating and creating excel documents.

Interns' responsibilities will include:

- Conducting prospect research and analysis to support recruitment strategies
- Providing substantial research and recommendations regarding key projects
- Providing logistic and clerical support for events

Necessary skills and qualifications:

- Passionate about the French language and francophone cultures
- Self-motivated, detail-oriented individual with excellent written, verbal, and organizational skills
- Skill in coordinating and completing special projects and routine tasks
- Excellent computer skills with experience in Microsoft Office, Excel, PPT
- Ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- Ability to work well under pressure and with deadlines
- A passion for the non-profit sector and the French language and culture

French speaking is a plus, but not mandatory

If you are interested, please send your resume and cover letter to Kristy Winkler at education@afatl.com.