



Alliance Française

**Internship opportunity at Alliance Française d'Atlanta MARKETING**

**ESSENTIAL DUTIES/RESPONSIBILITIES – Will assist with below**

- Market and brand the Alliance Française effectively
- Market and promote French classes to new and existing target markets through various mediums
- Identify and support the execution of programming and event planning to raise funds and fulfill the mission
- Design relevant marketing collateral for events and programs
- Aid the rest of the staff with front desk reception
- Maintain website updates
- Social media posting
- Management of cultural events and open house events

**ESSENTIAL DUTIES/RESPONSIBILITIES – will manage below**

- Public Health Newsletter
- Volunteer Organization for cultural events
- Translation of documents from English to French or French to English
- Posting of events on online calendars

**JOB QUALIFICATION**

**Knowledge, Skill and Ability:**

- Ability to work evenings and/or weekends for events
- Ability to multitask, prioritize and remain organized
- Ability to communicate effectively both verbally and in writing, with the public, employees and vendors
- Self-starter, able to take initiative
- French Language skills and in-depth knowledge of French and/or Francophone cultures
- Excellent interpersonal and communication skills
- General proficiency in Microsoft Office Suite, Outlook, A plus+ Adobe graphic

suite (In Design, Illustrator). At ease with social media platforms.