

Job Title: Office Manager, **full time position**

Organization:

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.

Qualifications:

Must be **fluent in French** with excellent written skills. BA or Associate degree. Excellent interpersonal skills (courteous, professional and helpful). Internet and organizational skills. Interest in French culture and language. Knowledge of Microsoft Office (particularly Word and Excel).

Experience:

The ideal candidate will have experience in an office environment, the ability to multitask, to effectively communicate both in writing and orally and to work with diverse groups of people. Sales experience is a big plus.

Responsibilities:

As the first point of contact, the administrative assistant's responsibility reflects on the entire organization and impacts its success. Making a good first impression and supporting the administrative team, teachers, existing members and students are essentials.

Tasks:

The job involves, but is not limited to, answering the telephone, greeting visitors, responding to inquiries from the public and providing information about the organization but also registering students, registering members for cultural events, maintaining library, assisting in organizing cultural events as well as Open Houses, sending receipts and invoices to students and representing businesses and agencies, supporting educational director and teachers during registration and pre-registration period, providing appropriate communication to teachers at the beginning of each session as well as during each session, management of our classes software, pre/post event set up. This position requires occasional lifting during setup and tear down of events including setting up tables, tents, chairs, signage and preparing food platters for events.

How to apply: Send cover letter and resume to Deshawn Jenkins, via e-mail: director@afatl.com.