



Alliance Française
de la Nouvelle-Orléans

Alliance Française de La Nouvelle-Orléans
Internship – From September to November 2022

The Alliance Française de La Nouvelle-Orléans, is one of the leading providers of French language and culture education in the New Orleans area. A member of the international network of Alliance Française chapters, located in over 100 different countries, the AFNO is a part of the largest network of French language and cultural centers in the world.

We teach French to a diverse population of adult students, and we also have some programs for children. Our library is a local resource for French language material, and we host a diverse programming of cultural and social activities. The Alliance Française in New Orleans is a growing educational and cultural organization; the new employee would work in a stimulating and hardworking environment with strong values.

Intern assignments:

Administrative support and school management:

- Data base management support
- Developing contact with potential sponsors and donors
- Survey and studies to develop new courses and educational activities

Events and cultural activities:

- Support for planning regular activities (movie nights, workshops, talks, winetastings, etc.)
- Support for specific festivals such as the Louisiana French Festival
- Library cataloging and management
- Children's programming: organization and facilitation.

Communication:

- Social media management and content creation
- Graphic design help for flyers, and other communication materials
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These tasks can be adapted to the candidate's skills, and interns are encouraged to make propositions and suggest changes.

Requirements:

- Must be at least a Junior majoring in in communications, French education, francophone studies, or another related field.
- Creativity, initiative, drive, and flexibility are necessary—we will train you on the specifics
- Ability to use stairs, sit or stand for long periods, and to lift up to 25 pounds

Preferred: knowledge of French language and culture / French speaking is a big plus, intermediate to advanced levels encouraged, Global interest.

15-30 hours a week

For 10 to 18 weeks

From September 1st to December 2022

You'll have the opportunity to learn about non-profit structure, French education and culture, and many aspects of running an active small business that will serve you very well for the future.

To apply, please send Cover Letter and Resumé to: director@af-neworleans.org .

APPLICATION DEADLINE: June 30th 2022