



Alliance Française
Louisville

Program Director Job Description

The Program Director is responsible for fulfilling the Alliance Française de Louisville's mission to promote the French language and Francophone cultures through a variety of educational and cultural programs. The Program Director oversees the administration of the school and assists with fundraising, marketing, and community outreach. The Program Director reports directly to the Board of Directors.

This position is part-time with an estimated requirement of 20-25 hours per week, and it does not include benefits. Some schedule flexibility is required for events and other functions, including some evenings and weekends depending on availability. This is an on-site position in Louisville, Kentucky. Remote or hybrid candidates will not be considered.

Required Qualifications

- Fluent in spoken and written French.
- Professional experience teaching French as a Foreign Language.
- Cross-cultural understanding and appreciation of Francophone countries and the USA.
- Experience in France or other Francophone nations.
- Excellent written and oral communication skills in both French and English, including public speaking.
- Ability to communicate with the public and individuals through electronic media.
- Strong organizational abilities, including planning, program development, and task facilitation.
- Demonstrated ability to manage a team, including administrative staff and faculty.
- An understanding of budget management.
- Must be able to pass a criminal background check before appointment.
- Must be a US citizen or have a valid work permit to work legally in the US.

Preferred Qualifications

- Graduate degree in French.
- Experience in education leadership.
- Experience or knowledge of US nonprofit management.
- Knowledge of fundraising strategies and donor relations in the nonprofit sector.
- Skills in collaboration and motivation of Board members and other volunteers and members.

General Responsibilities

Organizational Mission and Strategy

- Collaborate with the Board of Directors to develop and implement courses and programs that reflect the organization's core values of education, cross-cultural understanding, and community engagement.

Tél : +1 502-420-0800

1313 Lyndon Lane, Suite 111 – Louisville, KY – USA
site : aflouisville.org – email : bonjour@aflouisville.org

- Enhance the visibility of the organization through engagement with surrounding communities and by working closely with other professional, nonprofit, and private organizations, including other educational and cultural institutions.
- Collaborate with office personnel and members of the Board of Directors to develop and implement marketing strategies to build awareness of our organization in Kentucky and southern Indiana.
- Maintain and improve the continued relationship with the Fondation des Alliances Françaises, the Fédération of Alliances Françaises in the USA, the National Coordination, and other Alliances Françaises in the network.

Board Collaboration

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Assist the Board with setting budgets appropriate to the organization's needs.
- Attend Board of Director meetings as requested.

Financial Performance and Viability

- Uphold fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Present fundraising and resource development to support the organization's mission.
- Assist the staff in grant application processes for new resources available to the AF Network.

Operations

- Oversee the day-to-day operations of the organization, including management of the office personnel.
- Attract, develop, retain, and manage qualified employees as administrative staff, interns, and volunteers.
- Promote and cultivate a productive and self-motivated work environment.

Educational Operations

- Manage course organization, including recruiting, hiring, training, retraining, and evaluating instructors to conduct classes and other learning events.
- Schedule classes in coordination with instructors and the Director of Education.

Cultural Operations:

- Collaborate with the Events Committee to execute cultural events and programs to promote cross-cultural understanding, while promoting the French language and Francophone cultures.
- Foster and maintain the successful cultural events and programs that are already in existence and create new cultural events and programs that aid directly with AF Louisville's mission.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Disclaimer: The Alliance Française de Louisville is committed to a diverse and inclusive workplace. The Alliance Française de Louisville is an equal opportunity employer and does not discriminate based on race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.