



Alliance Française
Louisville

Office Administrator Job Description

This is a part-time position requiring 10-15 hours per week, including Saturday morning. This position reports to the Program Director.

This job is paid hourly and offers no benefits. This is an on-site position in Louisville, Kentucky. Remote or hybrid candidates will not be considered.

To apply to this position, please send a current resume (in French or English) to bonjour@aflouisville.org.

Required Qualifications

- High school diploma or GED.
- Knowledge of general computer use, including Google Workspace apps (Docs, Sheets, Drive, Calendar), email, website & social media platforms (such as Facebook, LinkedIn, and Instagram).
- Fluent and accurate use of spoken and written English.
- Available to work regular hours at least three weekdays every week, as well as Saturday morning.
- Ability to complete assigned tasks independently (without direct supervision) and multi-task as appropriate.
- Must be a US citizen or have a valid work permit to work legally in the US.

Preferences

- Speaking and reading abilities in French.
- Some college or college degree.
- Experience publishing content to a WordPress site.
- Experience using Canva or a similar publishing platform.
- Knowledge of second language acquisition/foreign language learning.

Job Duties

Responsibilities include, but are not limited to:

- Be present in the office during all scheduled office hours.
- Answer the phone and respond to voicemail and email messages in a timely manner.
- Maintain inventory for the office, including textbooks, classroom supplies, and office supplies.
- Maintain classrooms and meeting spaces, including light cleaning as necessary and setting up for classes or other events.
- Provide course materials to students and instructors as needed.
- Keep track of payments received for membership, donations, course enrollment, and other sponsored events.
- Maintain attendance records for all courses and events.

Tél : +1 502-420-0800

Site : AFLouisville.org

Email : bonjour@aflouisville.org

- Make weekly deposits at the bank.
- Provide invoices and other pertinent paperwork to the board treasurer.
- Promote events and classes via social media outlets, email marketing, and other promotional materials for use in the office.
- Publish marketing flyers for classes and events.
- Maintain email lists.
- Update website as needed.
- Prepare and send mass mailings for membership renewals, events, annual appeal, and similar promotions.
- Coordinate private lessons between students and teachers.
- Assist students regarding placement into classes, including collecting placement tests and referring results to a qualified instructor.
- Distribute, collect, and evaluate student surveys for each session.
- Welcome visitors to the office.
- Oversee office volunteers.

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.