



Administrative Assistant - part-time (approximately 15 hours/week)

The administrative assistant assists the Executive Director and Educational Director with administration of the school, is responsible for overseeing operations of member services, and takes tasks on the premises to ensure an overall good functioning. This mainly includes but not limited to, the following tasks:

Missions and tasks

- Provide general support to visitors at the front desk
- Act as the point of contact for on-site students
- Answer general information emails
- Answer phone calls and take messages for Executive and Educational Directors
- Manage memberships and prepare membership cards
- Register students for upcoming sessions
- Register guests & members for upcoming events
- Help with programs and events as needed
- Create posts on social medias; provide help with newsletters
- Create visuals for programs and events

Schedule proposal (starting in January 2025)

Wednesdays | 12:30 PM to 6 PM

Thursdays | 12:30 PM to 6 PM

Saturdays | 9:30 AM to 1:30 PM

The Alliance Française de Philadelphie is committed to offering equal employment opportunities. The administrative assistant is a part-time position (about 15 hours per week, compensated semi-monthly at \$17.00 per hour). Candidates must have the legal right to work in the United States. Please send resume and letter of interest to Philippe Poirier: director@afphila.com.

(215) 735 5283 • alliance@afphila.com

1420 Walnut St. Suite 700 Philadelphia, PA 19102 www.afphila.com