

POSITION: PART-TIME ADMINISTRATIVE ASSISTANT / RECEPTIONIST

POST DATE: Thursday, February 2, 2012
CLOSING DATE: Friday, February 17, 2012
SALARY: \$12/hr, 27 hours per week

GENERAL PURPOSE

The person in this position is the pulse of the Alliance Française office, and imperative for this nonprofit's success. He or she is often the first contact for potential and existing students, members and customers, and is responsible for class and event registration, membership, maintaining office supplies, taking payments and other miscellaneous duties supporting the administrative team.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Answer phone and email inquiries and manage front desk (sometimes in French)
- Interface with customers, teachers and other members of staff
- Payment and credit processing
- Manage class registration, membership, library borrowing and translations
- Support in event management and planning

JOB QUALIFICATION

Knowledge, Skill and Ability:

- DETAIL-ORIENTED
- Ability to work four evenings per week (Mon-Thurs until 6:45pm) and Saturday mornings (9-12)
- Ability to multitask and remain organized
- Solid knowledge of generally accepted standards of customer service and conflict resolution
- General proficiency in Microsoft Office Excel, Word and Outlook
- Strong communications skills - ability to communicate effectively both verbally and in writing, with the public, employees and students on a daily basis
- Self-motivated
- Intermediate French proficiency (speaking) required
- Nonprofit experience a plus

Education and Work Experience:

- Previous office experience

Organization Description:

The Alliance Française de Denver (www.afdenver.org) is the local independent branch of the Nonprofit Alliance Française world-wide network. Its mission is to increase awareness of and interest in French cultures and language within the local community. It has policies and practices of non-discrimination. It offers a variety of cultural and social events, and quality courses with emphasis on conversational French.

To Apply: Please submit a cover letter and resume to Philippe Marsé at Director@afdenver.org by 5pm on Friday, February 17, 2012.