



Alliance Française

Chicago

Executive Assistant

Help promote French language and culture in the heart of Chicago!

About the Alliance Française de Chicago

The Alliance Française de Chicago (a 501[c] [3] non-profit organization). Located in downtown Chicago, Illinois, our mission is to be Chicago's center of French language and French speaking cultures – to promote exchange, understanding, and friendship between Americans and French speaking people — including those from Europe, Canada, Africa, the Caribbean and the Middle East – a world of 220 million French speakers. Through study of another language and its associated cultures, we help to develop a global view of the world.

Description:

The candidate will report directly to the Executive Director helping manage and coordinate daily activities such as managing the Executive Director's calendar, and preparing for meetings. This candidate will also work closely with the Development department to assist in fundraising efforts including but not limited to: creating an online portfolio of grant opportunities, national and international, that apply to our organization and providing operational support to the Board of Directors and Woman's Board.

The overall objective is to help execute daily activities which will enhance the operation of the organization. This position will provide an opportunity for in-depth experience in project management, development, research, and communications.



Alliance Française

Chicago

Core functions and responsibilities:

- Handle daily and weekly administrative tasks related to the Executive Director, Board or Directors and Development team including but not limited to; scheduling meetings, sending thank you and tax acknowledgement letters, and assisting with meeting preparations.
- Work with administrative interface for website transactions (monitoring incoming donations daily on Raiser's Edge software, a standard in non-profit domain). Write corresponding thank you and tax letters for each donation.
- Frequently checking that website is updated with the current list of Board of Directors and donors.
- Assist with other development efforts as needed.
- Occasionally work with other departments, such as the Médiathèque or communications.
- 95% of written/oral communications are in English.
- Bring a positive and upbeat attitude and energy to the team.

Qualifications & Experience:

- Bachelor's degree in Political Science, Management, Cultural Studies, International Studies, Public Administration, Development, Public Relations or similar field.
- Good organizational and interpersonal skills to represent the Alliance to the public.
- Attention to detail.



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Chicago

- Good computer skills in MS Office products, especially Excel, Google Workspace and Zoom video conferencing.
- A good understanding of the French language and culture would be a plus but is not mandatory.
- Ability to write and speak in English. Ability to translate French/English will be appreciated.

Salary and Benefits:

- This is an hourly, part-time position starting at 20 hours per week. Must be based in or near Chicago.
- Compensation is competitive and based on experience.

To Apply: Please send a resume/CV and a cover letter that includes your availability to: hr@af-chicago.org . Please, include the name of the position in the subject line