Library & Events Internship
Come 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

As a **Library & Events intern**, your contributions will be integral to the success of the largest private non-university French library in the Midwest and the initiatives of our dynamic non-profit. Among the largest and most influential Alliances Françaises in the US–we offer a full menu of classes and cultural programs, and an outstanding library.

Reports to the Library Director. **Starting end of January/early February 6 months**

You will join a team of professionals who are passionate about their mission to help people learn, explore, and connect with others – especially those who have an interest in France and Francophone cultures and communities. This is a great choice for a socially-engaged and energetic candidate; a proactive and detail-oriented person – one who is also comfortable with big-picture thinking – will enjoy the networking and other opportunities of this position.

Events & Customer Service:

- Assisting the Library (largest Midwestern private francophone collection) with cataloging, inventory and routine maintenance.
- Sustaining and developing membership benefit activities.
- Creation of events on Raiser's Edge software.
- Developing, promoting and supporting the library, cafés, author events and occasional Saturday activities and services.
- Additional assignments (infrequent) for the Alliance Française.
- Occasionally assist the Communication department: providing photos, copy, and other necessary events support.

External & Internal Communication:

- Creating original content for social media.
- Creating and updating library marketing materials (information sheets, brochure content, flyers, displays).
- Updating the website.
- Maintaining email lists.
- Drafting and editing e-newsletter content.
- Photographing events.
- Maintaining a content schedule and participating in meetings.
- Assisting with brochure editing and schedule and helping to ensure accuracy of the content.
- Coordinating with marketing and culture departments.
- Occasional additional assignments, as needed.

Required Skills

- Strong English writing skills. Classes in English, French and related fields preferred, as well as communications.
- Graphic design skills (experience with InDesign, Illustrator and/or Photoshop) a plus.
- Help develop the library collection and support its membership activities.
- Develop and enhance member services.
- Excellent organizational and interpersonal skills to represent the Alliance to the public
- Interest in French and Francophone cultures

- Basic conversational French language skills are not necessary, but are a definite plus. Ability to translate French/English will be appreciated.

NB: 95 % of written/oral communications are in English

Qualifications & Experience:

- Student in Marketing, Communications, History, French, or related (BA).

Compensation: A monthly stipend of $350 is available. Interns may also enroll in a French class at the Alliance at no charge.

Internship Duration: 6 months, preferably more. This internship will start in late January/early February.

Days per week: Days per week: Part time (20 hours per week), mostly weekdays (flexible) and occasional Saturdays.

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 internship in the subject line.