



Alliance Française

Chicago

Marketing & Communications Internship

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 the Marketing-Communications intern, your efforts will be integral to the success of communications, marketing, and event-related initiatives at our dynamic non-profit. Among the largest and most influential Alliances Françaises in the US – we offer a full menu of cultural programs, classes, and an outstanding library.

This position reports to the Marketing Manager and supports the Brand Specialist. 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 experience for a socially-engaged and energetic candidate; a proactive and detail-oriented person, and someone who is comfortable with big-picture thinking.

Duties and responsibilities

Communications:

- Create content for social media including graphics, post copy, videos, GIFs, etc.
- Draft and edit external communications, including press releases, newsletters, flyers, postcards, etc.
- Update and edit the website to ensure all content is current

- Maintain email lists and develop segments for targeting

Marketing & Events:

- Photograph and film events as needed
- Develop and execute marketing campaigns
- Support in implementing marketing strategy
- Assist with special projects related to marketing and communications

Required Skills

- Social media savvy (Twitter, Facebook, Instagram, YouTube)
- Graphic design, especially experience with InDesign and Photoshop
- Photography and videography/video editing
- Proficient in MS Office and Google Suite
- Strong English writing
- Excellent organizational and interpersonal skills to represent the Alliance
- Interest in French and Francophone cultures
- Experience with marketing strategy and campaigns
- 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 and/or Communications (BA).

Compensation: A monthly stipend of \$700 is available.

Internship Duration: 6 months, preferably more. This internship will start in April or May.

Days per week: Full time (40 hours per week), mostly weekdays with occasional evenings or 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.