



Job Title: Administrative Assistant
Type: Full-time position (37.5 hours per week over 4 ½ days, see schedule below)
Compensation & Benefits: \$42,000 - \$45,000 annual salary, commensurate with experience

Healthcare Benefits (Independence Blue Cross); potential for annual performance-based bonus; PTO consists of a one-week winter holiday break, U.S. federal holidays and 15 vacation/personal days
Opportunity for professional development

Work Schedule (in person):

Tuesday	9:30am - 6:00pm
Wednesday	9:30am - 6:00pm
Thursday	9:30am - 6:00pm
Friday	9:30am - 5:00pm
Saturday	9:00am - 1:30pm

JOB DESCRIPTION

The Administrative Assistant will be providing essential support for daily operations, handling front desk duties, assisting management and supporting the executive team. Tasks include managing correspondence, client interactions, and administrative support. The position requires strong organizational skills, communication abilities, and intermediate French language proficiency.

GENERAL RESPONSABILITIES

Client and Visitor Management: Greeting members and visitors, handling inquiries, and managing high volumes of client interactions for courses, programs and exams.

Administrative Support: Assisting the executive team and other staff with general day-to-day operations; Assisting with language programs and cultural events as needed.

Communication: Responding to emails and phone calls; Editing weekly newsletter; Managing and creating content on social media.

Data Management: Organizing and coordinating internal and external data for the smooth operation of the organization.

REQUIRED SKILLS AND QUALIFICATIONS

Organizational Skills: Strong organizational skills for managing tasks, correspondence, and various administrative duties; Detail-oriented.

Communication Skills: Strong interpersonal and communication skills for interacting with students, staff, and the public; Ability to communicate effectively both verbally and in writing on a daily basis.

Efficiency: Ability to manage multiple tasks and work efficiently in a busy environment; Self-motivated and proactive.

Software Proficiency: General proficiency in Microsoft Office Excel, Word and Google environment; Basic knowledge of Canva and Mailchimp is a plus.

Language Proficiency: Intermediate French proficiency required.

If interested in this position, please send a letter of interest and resume to director@afphila.com.

Applications will be reviewed on a rolling basis and preference will be given to complete applications received no later than November 20, 2025. For non-U.S. citizens: only candidates with valid work permits in the U.S. will be considered. For questions, please contact Philippe Poirier at director@afphila.com.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

About the Alliance Française de Philadelphie

Mission

Alliance Française de Philadelphie engages the greater Philadelphia community in the study and exploration of French language and Francophone cultures, in all their rich diversity, through welcoming educational and cultural experiences.

Vision

Our vision is to serve as the heart of Philadelphia's thriving community of Francophone culture and language enthusiasts. We achieve this by cultivating a sustainable network through collaborative engagement, strengthening personal and organizational connections, promoting equity, and nurturing cross-cultural appreciation.

Values

Excellence in Teaching
Cross-Cultural Appreciation
Curiosity and Exploration
Community

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