

SOCIAL MEDIA INTERN

Be the voice of AFDC on social media!

ABOUT THE ALLIANCE FRANÇAISE OF WASHINGTON, DC

The Alliance Française of Washington, D.C. is a 501(c)(3) non-profit, non-governmental organization, since 1955. It is not subsidized by any government. It is an educational and cultural institution headed by a Franco-American Board of Directors.

The Alliance Française of Washington, DC serves as the leading center for French language, French culture and francophone resources in the Nation's Capital.

ABOUT THIS ROLE

As the Social Media Intern, you will report directly to the Director of Cultural Programs and Social Media. You will join a team of professionals who are passionate about our mission to build connections through French language and culture. This is a great experience for a candidate who is socially engaged, energetic, proactive, creative, and excited to apply their social media and communication experience in a meaningful environment.

CORE RESPONSIBILITIES

- Create engaging content for social media, including photos, visuals, reels, videos, etc.
- Schedule social media posts across all platforms (Instagram, Facebook, Twitter, potentially TikTok)
- Photograph and film events as necessary
- Brainstorm new content and social media campaigns
- Collaborate across departments to assist with all promotional needs (adult classes, children's classes and events, library programs)

DESIRED QUALIFICATIONS

- Social media savvy (Instagram, Facebook, Twitter, TikTok)
- Recent graduate or any experience in social media, communications, marketing, or related field is a plus
- Ability to adapt captions' tone and language to correspond to our brand image

- Exceptional written and verbal communication skills
- Interest in French and Francophone cultures
- Demonstrated skill in:
 - Graphic design, especially experience with Canva
 - Photography and videography/video editing
- French language fluency is not necessary but is a definite plus. Almost 100% of communications on social media are in English.
- Ability to carry 50 lbs (on certain occasions, you will need to help with setting up our library/conference room for an event or a photo/video shoot).

COMPENSATION

A monthly stipend of \$750 is available. Our employees also benefit from a monthly transportation stipend (\$100) and free language classes at the AFDC.

INTERNSHIP DURATION & SCHEDULE

The Social Media Internship starts as soon as possible and will last for six months, with the possibility to extend for another 6 months.

Intern will work 20 hours per week, flexible hours (to be coordinated with the Director of Cultural Programs and Social Media), mostly weekdays with occasional evenings or Saturdays for events.

TO APPLY

Please send resume, letter of motivation, and availability to culture@francedc.org, with the “Social Media Intern Application” title in the subject line.

Covid19 vaccination is compulsory. An applicant should also have an authorization to work in the US.