

LIBRARIAN

About the Alliance

L'Alliance Française de Washington, D.C. (AFDC) is a 501(c)(3) non-profit, non-governmental organization. It is the leading center in the Washington, D.C. metro area for French language services and francophone resources. The goal of the Alliance is to enrich the lives of the D.C. community by offering the chance to connect with people of different backgrounds and cultures, in order to better appreciate and take part in the greater global community.

AFDC offers:

- French language courses for adults, children, and corporate and federal employees
- The only official testing center in the Mid-Atlantic to offer French language certifications including the TEF/TCF, DELF/DALF and the DAEFLE
- Cultural programming for adults and children that present a comprehensive look at contemporary francophone culture
- An extensive French language library with over 6,000 books, movies, CDs, magazines and other resources for both native speakers and French language students.

About the position

The librarian staffs the library desk; manages a collection of ~6,000 items, acquisitions, subscriptions cataloging, weeding, promotion; and maintains a series of monthly events for children and adults. The Librarian reports to the Alliance Française Executive Director and supervises a team of volunteers that assist in library duties.

Qualifications:

- 4-year degree
- Fluent in English and in French
- Understanding of American and French cultures and of non-profit cultural organizations
- Strong interest in Francophone cultures
- Knowledge of the French book market, Francophone literature, music, and cinema
- Excellent customer service skills
- Excellent organizational skills
- Must be able to work well with others, as well as independently
- Computer literacy is required, including but not limited to: Microsoft Office Suite, Zoom, etc.
- Ability to multi-task

Preferred qualifications:

- MLS or currently enrolled in an MLS program
- Experience with PMB – a library integrated management system
- Experience with Canva
- Experience with Eventbrite
- Experience with CRM
- Interest in audio-visual technology; ability to troubleshoot computer connectivity issues for the library's projector system

Responsibilities:

- **Full-time position. Includes working evenings and Saturdays**
- Serve a population of Alliance Française students, Francophones, and native-speakers of French in the DC area
- Manage a library collection of approximately 6,000 items and 20 magazine subscriptions for children and adults
- Supervise a team of library volunteers
- Organize/produce monthly library events, collaborate on events with Cultural and Youth Programs, field trips...)
 - Adult programs include: Conversation night, Book Club, Game Night
 - Children programs include: Story Time, Music Hour
- Maintain collections up to date, order and catalog new items for circulation, and weed collection as needed
- Maintain ledger of library income/expenses
- Maintain database of library accounts whether physical or digital as well as any library data needed for board reports
- Coordinate the library's communication strategy through a bi-weekly newsletter and social media posts, and updates website pages dedicated to the library including the library calendar and event page
- Manage the library's participation in Culturethèque – the premier French e-library offered by the Institut Français
- Consult/exchange with colleagues in other AF chapters or other libraries
- Represent the AFDC if and when needed for programs relevant to the Library or other departments when requested
- Liaise with PMB and any external partners relevant to the functioning and daily operations of the AFDC library
- Other tasks as required

Salary:

\$50,000 to \$60,000

Benefits include:

- Excellent health insurance coverage
- 20 vacation days per year

- 401(k) – Eligibility after one year of Full-time employment under USCIS conditions (green card or US Citizen only)

A full list of benefits may be received by contacting director@francedc.org.

To apply:

Please submit a cover letter, resume, and list of 3 professional references to library@francedc.org and director@francedc.org.

Other information:

- Candidate must be either an American citizen, or a resident (Green Card) or already has a visa authorizing them to work in the US.
- Covid19 vaccination+booster is mandatory; masking is optional.
- Website: <https://francedc.org/index>
- Application is open until filled. The anticipated start date is late-October 2024.