



Internship Opportunity at the Alliance Française Washington DC

About the Alliance Française of Washington, DC (AFDC):

The AFDC is a non-governmental, non-profit, organization with a 501 (c) 3 status. As such it does not receive any funds from the French government or any other government. It is one of the 850 AF chapters in the world and one of the 114 chapters established in the USA. Its mission is to promote the French language and culture as well as Francophone cultures to a largely American and international public who wants to learn French and/or wants to learn more about the culture. The AFDC serves as the French language and cultural center in the Nation's Capital.

Please refer to the website: www.francedc.org to learn more about the organization.

Social Media Intern:

Summary: The Social Media Intern will help review and implement the AFDC's Social Media strategies under the supervision of the Communications Coordinator.

Responsibilities include but are not limited to:

- The continued implementation of the Social Media strategies developed by the Executive Director with the Communication Coordinator for all AFDC social media channels.
- Supporting the development of a Social Media kit for AFDC
- Monthly reports on postings and engagements statistics
- Working with the Communications Coordinator to identify opportunities and implement campaigns around key programs and issues with final approval by the Executive Director
- Hours: 15 hours per week.

Profile:

The ideal candidate should fulfill the following requirements:

- Native English with excellent writing and communication skills.
- Strong organization skills: multi-task abilities;
- Excellent interpersonal skills
- Capable of thinking creatively and analytically.
- Efficient time-management skills
- Should have a good knowledge of classical and contemporary French culture and of French and American societies.
- Creativity and initiative are a must.

Qualifications:

- Undergraduate in Marketing, Communications, English or Journalism

To Apply:

Send your resume, letter of motivation and three references (academic and/or professional) to: director@francedc.org
Deadline to apply: until filled.

Please do NOT call. Only the candidates whose application will be retained will be called for interviews.

Next Steps:

Position to be filled by: asap. There may be up to 2+ interviews. The interviews will be conducted in English only. All references will be checked. Interviews will start the week of January 7.