



Alliance Française Mpls/St Paul

OFFICE MANAGER/RECEPTIONIST

Type: Full-time, 40 hours per week, exempt.

Schedule: Typically M-F, 8:30 am to 4:30 pm, occasional evenings and weekend required.

Compensation: Full-time \$25,000 to \$30,000 annual salary, 3 weeks paid time off annually, 100% employer-paid health care insurance, 401K with employer match, free tuition for AF classes.

Start date: July 8, 2019

The Office Manager/Receptionist is responsible for the front desk of the Alliance Française, including welcoming members and guests, processing membership and class registrations, processing accounts payable, assisting with social and cultural programs, monitoring office equipment, ordering supplies and materials. The qualified candidate will have excellent organizational and customer service skills and a willingness to work with a team. Impeccable organizational skills are a must. Bilingual French and English communication skills are required.

Duties & Responsibilities

- Manage front desk; welcome visitors, members, staff; answer door and phone, respond to all e-mail within 24 hours; provide general office support to staff and volunteers.
- Report to the Executive Director, work with staff and volunteers to support AFMSP's mission promoting the French language and Francophone cultures from around the globe.
- Supervise film and children's libraries, process magazines and other subscriptions.
- Work with Bookkeeper on accounts payable/receivable.
- Oversee a team of part-time evening and weekend receptionists.
- Maintain office records and files, order supplies, manage subscriptions.
- Set-up for events, classes, and meetings.
- Coordinate space rental with outside organizations.
- Attend staff committee meetings, open houses, and events as requested.
- Be an informational resource to members and non-members about AF programs; be an ambassador for the organization in the community.

Qualifications

- A passion for the French language and French-speaking cultures from around the world.
- Bachelor's degree minimum; advanced degree is a plus
- Exceptional written, oral, interpersonal, and presentation skills, bilingual French and English.
- Strong organizational skills, including the ability to plan work, meet deadlines, and balance multiple priorities and deadlines.
- Ability to work independently and as part of a cohesive team
- Computer proficiency (including knowledge of MS Office, Word, Excel, Indesign, QuickBooks).
- Prior AF experience preferred but not required.

To apply send Resume and Cover Letter to Executive Director Christina Selander Bouzouina, at employment@afmsp.org.

The Alliance Française of Mpls/St Paul is committed to offering equal employment opportunities.

Alliance Française Mpls/St Paul
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A 501(c)3 non-profit organization.

