



Job Title: Part-time Receptionist

Schedule: 8 to 20 hours per week. For example: Monday, Tuesday, Wednesday or Thursdays, from 4 to 9 pm; and/or Saturdays, 8:30 am to 4:30 pm; occasional Sundays.

Status: Non-exempt

Compensation: \$15 per hour, free parking, free access to AF classes

Start date: February 12, 2024

Brief job description:

The Part-time Receptionist is responsible for the front desk of the Alliance Française in absence of the Administrative Coordinator. Tasks include processing membership and class registrations, assisting with social and cultural programs, and more. The qualified candidate will have excellent organizational and customer service skills, computer technical knowledge. This position calls for speaking, reading, and writing in both French and English.

Duties and Responsibilities:

- Manage front desk; welcome visitors, members, staff; answer door and phone; provide general office support to staff and volunteers.
- Supervise La Boutique gift shop in absence of volunteers.
- Assist with library check out, process magazines and other subscriptions.
- Set-up for and help clean-up after events, classes, and meetings.
- Prepare reports, generate mailings and perform other clerical tasks as assigned.
- Be an informational resource to members and non-members about AF programs; be an ambassador for the organization in the community.
- Attend staff committee meetings, open houses, and events as requested.

Minimum Qualifications:

- Computer proficiency (MS Office, InDesign helpful).
- Fluency in French and English.
- Knowledge of and enthusiasm for AF programs and a general appreciation and knowledge of French culture. Prior AF experience preferred, but not required.
- Excellent customer service and organizational skills, an out-going and welcoming personality essential.

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

*To apply, please send your resume and a cover letter to
employment@afmsp.org before February 2, 2024.*