



## **JOB POSTING: DIRECTOR OF FRENCH LANGUAGE CENTER**

L'Alliance Française de Milwaukee, an independent non-profit chapter of the international Alliance Française, seeks a **Director of French Language Center**. The successful candidate will offer skills, mission commitment, and creativity pivotal to strengthening the Alliance Française and its mission to promote, share and enjoy the culture, language and friendship of the French-speaking world.

This is an opportunity to grow professionally and shape an exceptional educational program.

Responsibilities include:

- Being a linguistic and cultural reference for our teachers and members.
- Recruiting, training, and management of teachers, teachers' schedules, payroll, and classrooms.
- Administrative and financial tracking of school performance
- Student reception and registration, overseeing student-teacher communication including student placement tests and evaluations, pedagogical counseling
- Overseeing technology and pedagogy
- Designing, organizing, and marketing courses, workshops, and summer camps with brochures, fliers, and on social media.
- Administrative and pedagogical oversight of DELF sessions. Contact with the French embassy educational services and the CIEP

### **Qualifications & Experience:**

We are seeking candidates with:

- Excellent knowledge of French language, grammar, and culture.
- Excellent communication skills in both French and English
- Experience and knowledge of teaching methods and curriculum development
- BA or equivalent university degree in education, ideally in the teaching of French as a foreign language and/or experience in teaching French.
- Good knowledge of the CEFRL (Common European Framework of Reference for Languages)
- Attention to detail, excellent organizational and interpersonal skills to manage a team of 10-15 teachers
- Skills in budgeting, planning, public relations
- Excellent computer skills
- Personal qualities of integrity, credibility, and a commitment to and passion for the Alliance Française mission
- The team-player mentality and flexibility necessary in a nonprofit organization
- DELF-certified examiner a plus

### **Hours & Benefits:**

The candidate must have the right to work in the U.S.

Part-time salaried position; 30 hours per week, at the Alliance Française de Milwaukee office.

Can be increased to full-time if able to teach several classes per week.

Position requires occasional evening and weekend hours

Salary: \$22,500 - \$32,500, commensurate with experience and ability to teach.

Four weeks paid vacation - 2 weeks scheduled, 2 weeks floating

### **Application Process:**

Please send cover letter, resume, and references to Anne Leplae at [AnneL@AFmilwaukee.org](mailto:AnneL@AFmilwaukee.org).