



Fiche de poste

Company overview:

The Alliance Française de Canberra, with the support of the French Embassy in Canberra, encourages and promotes direct links between Australians and French culture. The Alliance Française not only provides French language training but also offers a wide range of events showcasing the many facets of French culture, including cinema, gastronomy, history and literature.

The Alliance Française de Canberra offers a variety of group and individual classes, from A1 to C2 levels, for adults and younger audiences. It provides conversation classes, grammar courses, as well as holiday camps and workshops on various topics.

The library of the Alliance Française de Canberra provides its members with access to around 2,000 books in French, as well as DVDs and magazines.

Do you love French and Francophone culture? Do you enjoy books, magazines, and DVDs? Would you like to be actively involved in our community?

We are looking for volunteers to join our community and help us run and organize our library.

Activities include:

- Sorting and recording books in the library management system
- Processing loans and returns for members
- Improving the classification of books
- Promoting some books: suggesting regular selections
- Welcoming, advising, and providing information to our members
- Participating in occasional events

As part of this volunteer role, you will be in regular contact with our administrative team and other members of the Alliance Française de Canberra's team.

Your skills:

- Interest in French and Francophone literature
- Comfortable with IT tools (databases)
- Proficiency with new technologies (tablets, virtual reality, etc.)
- A good level of French is appreciated but not mandatory

Requirements:

- WWVP Card

Organization:

Half-day shifts – approximately 3 hours

1 to 2 times per week

Interested in joining us?

Please email us at administration@afcanberra.com.au with your CV.