**Job description: FLE intern**

Alliance Francaise Dublin is ranked number 3 in Europe in terms of number of students. It is also one of the most dynamic Alliance Française in terms of cultural events.

AFD is a language school, an exams center, a training center for teachers, a cultural and intercultural institution with a library, a community of francophones and francophiles in Ireland. More than 50 people work in Alliance Francaise Dublin.

Our teaching team is composed of approximately 30 teachers and we offer a wide variety of courses: different level (A1 to C2), different types (group classes, private classes, field trips, corporate courses), different formats (online, onsite, off-site, hy-flex).

**Responsibilities**

Reporting to the Course Director, the intern will be responsible for the following tasks:

* Participate in the definition of course offerings, and be involved in pedagogical projects alongside the Course Director
* Plan course offerings (in-house, external and private courses; adult and children's courses) and help create brochures
* Teaching *FLE* courses to children, teenagers and adults, at all levels
* Lead monthly French corners (our conversation workshops)
* Contribute to the development of new courses, course materials and teaching tools
* Support the day-to-day running of courses and be a key point of contact for teachers and students (timetables, replacements, opening and closing of classes),
* Ensure a logistic support to our teachers (create links for courses, IT support, install rooms…)
* Help with the organisation of exam sessions.

**Skills:**

* Degree in *FLE* (Master 1 minimum)
* Passion for teaching and promoting the French language
* *Habilitation* DELF DALF appreciated
* Excellent communication skills and the ability to work in a team as well as independently.
* Flexibility and adaptability in a changing educational environment.
* Organization, rigor, initiative, adaptability and stress resistance
* English & French proficiency

**Conditions:**

Full time position from May-June 2024

6 months minimum

Availabilities from Monday to Saturday (2 days off)

Onsite at 1 Kildare Street, Dublin 2

Send your CV and cover letter to : careers@alliance-francaise.ie