

Bastille Day Festival Assistant

France Education Northwest
Seattle, WA, USA www.fenpnw.org

Duties and Responsibilities:

The Bastille Day Festival Assistant reports to the Executive Director, the Executive Coordinator and the Events Assistant and represents them when needed.

The Bastille Day Festival Assistant needs to be versatile and resourceful in order to participate in FEN and French-American Chamber of Commerce activities and daily management and is responsible for:

- Event Organization & Support:
 - Regularly scheduled planning meetings
 - Logistics and scheduling
 - Large scale set-up and tear-down
- Volunteer Coordination:
 - Recruitment
 - Scheduling
- Communication Support:
 - Emailing contact lists
 - Basic website updates
 - Social media updates

Qualifications:

- Strong interest in promoting the culture and history of France.
- Proficiency in French and English and comfortable using both on a daily basis.
- A willingness to work as part of a team emphasizing collegiality, mutual respect, communication and shared responsibilities.
- The ability to handle multiple tasks and priorities, with frequent deadlines.
- Ability to work independently handling crises and last minute problems efficiently and with sound judgment.
- Proficiency in Microsoft Office suite and Internet.
- Driver's License is strongly recommended.

Note: FEN is a 501(c)(3) subsidiary of the French-American Chamber of Commerce of the Pacific Northwest, 501(c)(6). As it is a non-profit organization, the Bastille Day Festival Assistant position is unpaid. Monthly bus pass and assistance with finding lodging are offered to the selected candidate.

Position is 3 months and starts mid-May 2011 (negociable).