



K-12 Classes | Private Lessons | Delf Preparation | Cultural Programs | Professional Training | Summer Camps | Textbooks

An ACA and WASC accredited 501(c)(3) nonprofit school providing high-quality French language education since 2009.

WE ARE HIRING!

PROJECT COORDINATOR

The Project Coordinator works closely with the Academic and the Cultural Programs Department on initiatives related to Afterschool classes and Summer Camp programs. The ideal candidate has a can-do attitude, is very skilled in delivering messages in a positive way and is always ready to hop in their car to meet someone in person or visit a site. The project coordinator must be calm, able to find creative solutions, and skilled in de-escalating conflicts.

20 hours per week | \$23 per hour | Hybrid

KEY RESPONSIBILITIES INCLUDE

- Contact and visit potential host schools
- Develop and maintain a positive rapport with host representatives
- Recruit and train volunteers
- Negotiate terms of contract
- Arrange room rentals
- Coordinate delivery of supplies and materials to teachers, counselors and students
- Ensure site compliance with accreditation standards
- Develop emergency protocol manual for each site (including site map, photos, instructions in case of fire/earthquake/active shooter, etc)

REQUIREMENTS

- Driver's license
- Strong written and oral communication skills (English)
- Ability to work in person in the San Francisco Bay Area
- Knowledge about the San Francisco Bay Area (you understand the areas and know how to get around)
- Passion for education
- Experience volunteering and/or working with volunteers (preferred)
- French fluency (nice to have)
- Available to start in November, 2024

Send your CV and cover letter to:
✉ HR@efba.us

For more information, visit our website
🌐 www.efba.us