

## **Position: Business Engagement Coordinator & French Language Tutor**

### **Position Overview:**

The Alliance française is seeking a dynamic and bilingual individual (fluent in French and English) to join our team as a Business Engagement Coordinator & French Language Tutor on a permanent part-time basis. This unique position offers the opportunity to not only foster business partnerships and promote language courses but also to teach French language classes. The successful candidate will play a vital role in expanding our business outreach while delivering high-quality language education to our students.

### **Responsibilities:**

#### **1. Business Engagement Coordinator:**

##### **• Business Development:**

- Conduct thorough market research to identify potential schools, companies, and organizations interested in French language courses.
- Develop innovative strategies to promote and sell French language courses to various target markets.
- Prepare and deliver compelling presentations to prospective clients, showcasing the benefits of French language learning and the services offered.
- Collaborate with the course coordinator to customize course offerings according to the needs of corporate clients and educational institutions.
- Coordinate with the course coordinator to ensure seamless implementation of new courses and programs.
- Continuously assess the effectiveness of course offerings and propose enhancements based on client feedback and market trends.

##### **• Outreach and Networking:**

- Actively prospect and establish relationships with schools, colleges, businesses, and other potential clients.
- Represent the organization at events to promote language courses and services.
- Collaborate with management to develop and execute marketing strategies targeting new markets and client segments.
- Stay informed about industry trends, competitor activities, and changes in the education landscape to identify new opportunities for course development.

#### **2. French Language Tutor:**

- Deliver approximately 10 hours of French language classes per week to a diverse student body, including children (ages 3 to 10), adolescents, and adults.
- Teach a range of courses, including general French, written and oral French, both on-site and off-site.
- Utilize selected teaching methods and pedagogical materials approved by the Alliance française management.

- Design engaging lesson plans and activities that incorporate gamification and interactive elements.
- Maintain alignment with curriculum guidelines established by the course coordinator.
- Induced tasks linked to delivering the course (preparation, reporting, guidance to students,...)

**Qualifications:**

- Fluency in both French and English is essential, with strong written and verbal communication skills in both languages.
- Strong business development skills, with experience in prospecting, sales, and building partnerships.
- Master's degree in French Language Education or equivalent is required.
- Minimum of 2 years of teaching experience in various set up, including online and in-person classes, with diverse age groups.
- Proven ability to deliver engaging presentations and negotiate effectively with clients.
- Aptitude for conducting market research and identifying business opportunities.
- Self-motivated with strong interpersonal skills and the ability to work independently.
- Proficiency in Microsoft Office Suite; experience with CRM software is a plus.
- Familiarity with CECR levels.

**Conditions:**

- Permanent part-time position, 48 hours a fortnight.
- Salary as per the Education (Post-Secondary Education) Award
- Australian Citizenship, Permanent Residency, or appropriate work visa required.

**Application Instructions:**

To apply, please submit your resume, cover letter, and any relevant documents to [director@af.org.au](mailto:director@af.org.au) by 5 July.

The Alliance française is an equal opportunity employer. We appreciate all applications, but only those selected for an interview will be contacted.

Note: This job description outlines primary responsibilities but may not encompass all duties required. Additional tasks may be assigned to meet organizational needs.