



Education Française Austin is hiring an Education Coordinator (paid position, part-time, hybrid work)

[Education Française Austin](#) (EFA) is a non-profit organization dedicated to teaching French language and culture to children and teenagers in an extra-curricular context since 2011. EFA is recognized as an *Association FLAM (Français Langue Maternelle)* by the French Ministry of Foreign Affairs and the AEFE (*Agence de l'Enseignement du Français à l'Etranger*).

Our classes are conducted on Saturday mornings from 9:30 a.m. to 12:30 p.m., from mid-September to mid-May, at Magellan International School in Austin. To cater to diverse age and skill groups, we offer tailored academic materials that promote the development of all four language skills: oral and written comprehension and production. Moreover, we have internally developed collaborative digital tools for teaching, administrative management, and communication.

EFA has been an active member of FLAM USA, the FLAM Federation in the United States since its creation in 2018, and the FLAM World Federation since 2022. Some resources are shared to serve the growth of our bilingual children.

As part of its curriculum on Saturday mornings, EFA provides preparation for the DELF Junior exams (*Diplôme d'études en langue française*), an official diploma issued by the French Ministry of National Education. And, under agreement with the FLAM USA Federation, Education Française Austin has been an authorized DELF Junior A1-B2 exam center since 2022.

In addition, EFA offers French immersion camps during the month of June and organizes cultural events for the entire Francophile community in Austin. We arrange cultural events for our students and families, and the EFA Cine Club contributes to the French Culture Festival, featuring film screenings for young audiences and teenagers.

EFA plays a vital role in fostering a vibrant French-speaking community in Austin, contributing significantly to the bilingual education of our students.

EFA is growing! Join a team of passionate and dedicated educators and staff members!

Our program is developed by an educational team and enriched by the human experience of its French teachers, who are experienced or in professional retraining.

Join an organization of over 110 students and a teaching team of 15 part-time employees.

You will actively contribute to our vision of fostering a learning, collaborative, and innovative organization that promotes the growth of our children and adolescents.

Main missions:

- Faculty support: you will serve as a point of contact for the teaching team, addressing inquiries and providing assistance as needed. You will support the implementation of strategies to enhance student engagement and success.
- Communication and Coordination: you will assist in coordinating meetings, workshops, and events to enhance collaboration and information flow. You will foster a culture of growth and development among faculty and staff.
- Curriculum development: you will contribute to maintaining and developing educational materials and curriculum resources. You will assist in researching and implementing creative and innovative teaching methodologies and best practices.
- You will collaborate with the EFA Administrative Staff, the FLAM USA network (monthly coordinator meetings, participation in the annual conference), and FLAM Monde.

Requirements for the position:

- You are legally authorized to work in the US (EFA cannot sponsor a visa applicant)
- You are a native French speaker (or C2 minimum)
- You have experience in teaching children and teens
- You are a good listener, have excellent communication skills and you thrive in a collaborative environment
- You are well organized
- You are curious and creative

- You have experience working in a Google environment (Gmail, Drive, Docs, Slides, Classroom)

Job details:

- Flexible working hours, as most of your tasks will be conducted virtually from August to the end of June.
- Your presence is required for face-to-face engagement on 28 Saturday mornings throughout the school year, from mid-September to mid-May.
- 15 hours average per week
- \$20-25/h
- Employee status
- Medical and retirement benefits are not included

Training will be provided this Spring.

Please send your resume and cover letter in French to info@efaustin.org

February 2024