

**Education Française Greater Houston is hiring !**  
**ADMINISTRATIVE AND OPERATIONAL SECRETARY**  
**Non-exempt / Part-time position**

**Education Française Greater Houston** is a non-profit organization that offers:

- **Français Langue Maternelle (FLAM)** courses for Francophone children between the ages of 4 and 18 attending American schools. The courses improve students' oral and written French skills, encourage them to become bilingual and help them maintain a connection to the French and francophone culture, even when French has become their secondary language.
- **French as a Second Language (FLE)** courses to Anglophone children between the ages of 4 and 18 who wish to learn French as a second language.
- **French immersion camp** every summer.

Classes are held on **Saturday morning** at **The Awty International School** at 7455 Awty School Ln, Houston, TX 77055 from **9:00 a.m. to 12:00 p.m.**

**As Administrative and Operational Secretary**, you ensure the smooth administrative and logistical functioning of the Association by assisting the Director. You play a central role that requires you to work closely with the Director and interact with the entire team (managers, administrators, teachers and assistants), as well as with parents and *The Awty International School*.

**Primary responsibilities:**

**Class and Summer Camp Organization & Logistics**

- Manage various databases (data entry, updates, and extraction).
- Handle registrations for Saturday morning classes and the summer camp.
- Oversee logistics and organization before and during the start of the school year and throughout the summer camp (class setup, carpool organization, etc.).
- Take inventory of materials and teaching resources available at the end of the year.
- Order the necessary materials and teaching resources for the upcoming year.

**Communication**

- Communicate procedures to the teams.
- Handle and/or redirect messages from parents and/or teachers.
- Work closely with the Awty International School team on organizational and logistical matters.
- Prepare and distribute the Association's newsletter up to five times a year.

**Internal Events Coordination**

- Organize logistics and promotion for the Association's internal events (book sales, Francophonie celebrations, reading challenges, school fair, Epiphany celebration, etc.).
- Welcome and supervise Community Service students in collaboration with the Human Resources Manager.



### Association Secretariat

- Manage the day-to-day administrative tasks of the Association.
- Organize and coordinate meetings of the Board of Directors, the Executive Committee, and the general staff, and write meeting minutes.
- Track and forward expense reports to the Director.
- Draft, update, and implement new documentation and procedures essential to the smooth operation of the Association.

### Training

- Welcome and train new employees or volunteers on the internal communication tools.

### Required Skills and Abilities

- **Demonstrate excellent written and verbal communication skills in both French and English.**
- Be diplomatic, possess strong interpersonal skills, and have a strong sense of responsibility.
- Enjoy working as part of a team.
- Be organized, detail-oriented, and capable of prioritizing tasks.
- Be multitasking and able to manage several topics simultaneously.
- Be flexible and able to adapt to occasional variations in workload throughout the year (e.g., back-to-school period, summer camp, EFGH events).
- Have a genuine interest in the Association's mission and values, and a willingness to actively contribute.
- Discretion and respect for confidentiality are essential for this position.
- Proficiency in Microsoft tools (Windows, Excel, Word, PowerPoint).
- Familiarity with Google Docs is a plus.

### Required Training / Experience

- Experience in administrative support and/or project coordination.

### Employment Conditions

- **Must be legally authorized to work in the United States.**
- Part-time paid position, based on 20 hours per week.
- Primarily remote work during the week.
- Depending on the school calendar, availability is required on Saturday mornings at Awty International School, for board meetings, and during EFGH events.
- Availability during the summer camp is required.

***You are interested in EFGH's community-driven mission and values and eager to share your creativity and love for French culture? ... Then come join us!***

**Please send your application to: [candidature@efghouston.org](mailto:candidature@efghouston.org)**

*Education Française Greater Houston does not discriminate on the basis of race, color, religion, nationality, age, sexual orientation, or disability in its employment practices.*



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