



Alliance Française  
Canada Pacific

## ADMINISTRATIVE AGENT

The use of the masculine form is intended solely to simplify the text and carries no discriminatory intent.

**Location:** Victoria, British Columbia (B.C.)

**Type of organization:** Non-profit organization with charitable status

**Position type:** Full-time (40 hours per week) / Permanent position

**Language requirements:** English and French are essential

Poste: ADMINISTRATIVE AGENT

About the Alliance Française:

Alliance Française Canada Pacific (AFCP) is a Canadian non-profit organization with two branches in British Columbia: one in Vancouver (head office) and the other in Victoria.

Our mission:

- Offer French language programs for all ages and levels
- Promote local and international Francophone cultures through cultural spaces and professional cultural events
- Provide a welcoming space for community gatherings

Our values:

- Enrich the human experience and mutual understanding through bilingualism and intercultural exchange
- Promote the French language and Francophone cultures, which hold a special place in Canada
- Strive for excellence in education
- Create multicultural and friendly experiences that bring the community together

### The position:

The Administrative Agent supports the day-to-day administrative operations of the Alliance Française. The role includes front-desk services, registration management and basic accounting support. The position requires strong organizational skills, attention to detail, and regular interaction with the public.

### Reception and Front Desk

- Welcome and assist adult students, parents, and children at the reception desk
- Provide information on courses, programs, and services in person and by email
- Manage incoming calls and general inquiries
- Maintain a professional and welcoming reception environment



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**Registrations and Student Services**

- Manage registrations for courses and placement tests
- Prepare and manage documentation related to placement tests and exams
- Respond to student inquiries regarding schedules, fees, and program requirements

**Accounting and Administrative Support**

- Close and verify daily sales

**Facilities, Logistics, and Operations**

- Support day-to-day facilities operations and logistics
- Manage inventory of books, teaching materials, and equipment
- Coordinate book orders, returns, and storage
- Liaise with cleaning services and other external service providers
- Support room setup, decoration, storage organization, and general upkeep
- Assist with space searches, site visits, measurements, and basic floor plans
- Act as a key holder and designated contact in case of on-site emergencies

**Technical and Digital Support**

- Provide basic technical and digital support related to daily operations
- Support instructors with classroom equipment (tablets, projectors, interactive boards)
- Assist with basic technical setup as required

**Additional Responsibilities**

- Perform other administrative or coordination tasks as assigned by the Office Manager or Executive Director.

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**Profile and Required Skills:**

**Technical Skills:**

- Experience in administrative coordination in a multicultural environment
- 3 to 5 years of experience in a similar role, ideally in an educational setting or within a non-profit organization
- Proficiency in management tools and office software (Excel, Word)
- Experience in a bilingual and multicultural environment is an asset

**Interpersonal Skills:**

- Analytical mindset, strong organizational skills, and attention to detail
- Solution-oriented approach
- Excellent communication skills in both French and English
- Ethical and collaborative leadership
- Sensitivity to educational and cultural issues and alignment with AFCP's mission



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**Compensation and Benefits:**

**Salary range:** \$47 000 per year

**Other Compensation Components:**

- 20 days of accrued vacation, in addition to 13 other paid days off
- Discretionary annual bonus
- Benefits package (employer contribution to a flexible health benefits plan)
- Defined contribution retirement plan
- Flexible work options
- Professional development support (learning opportunities, training, mentorship, etc.)
- Free or discounted access to AFCP events and services

**How to Apply:**

Send your resume and cover letter to: [hr@afcapa.ca](mailto:hr@afcapa.ca)

Alliance Française Canada Pacific is an equal opportunity employer and welcomes applications from individuals of all backgrounds.

We thank all applicants for their interest in Alliance Française Canada Pacific; however, only those selected for an interview will be contacted.

**Join our team and help us promote the beauty of the French language and Francophone cultures in British Columbia!**