



Communications & Cultural Programs Assistant

Location: Victoria, BC

Full-time (40 hours/week)

Start date: February 1, 2026

Tuesday to Saturday | Flexible hours (evenings & occasional weekends required)

About Us

Alliance Française de Victoria is a non-profit organization dedicated to promoting the French language and Francophone cultures through education, cultural programming, and community activities.

As a small and growing structure, the role requires a high level of versatility, adaptability, and collaboration.

The Role

We are seeking a Communications & Cultural Programs Assistant to support reception, administrative operations, communications, and cultural activities.

This is a polyvalent and evolving position. At the beginning, the majority of tasks will be focused on reception and administrative support (approximately 60–80%), with a gradual increase in communications and cultural programming responsibilities as activities grow in Victoria.

Eligibility (APIC Program)

This position is funded by the APIC program and is subject to mandatory eligibility criteria, including:

- 35 years old or under at the start date
- Legal authorization to work in Canada

Eligibility will be verified as part of the recruitment process.

Key Responsibilities

(This list is not exhaustive and may evolve based on organizational needs.)

Reception & Administrative Support

- Welcome and orient students and visitors
- Answer phone calls and respond to emails
- Support student registration and enrollment processes
- Prepare and organize books and materials for course sessions
- Assist with the organization and supervision of collective exams (TCF / TEF)
- Provide general administrative support to daily operations

Communications

- Promote cultural activities on social media and other communication channels
- Create visual and written content for communications (posters, newsletters, social media posts, promotional materials)
- Support the dissemination of information related to courses and events

Cultural Programs & Events

- Support the planning and coordination of cultural events, including but not limited to: performances, film screenings, exhibitions, workshops, and conferences



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- Provide logistical support for events (welcoming the public, coordinating with artists, preparing event spaces)
- Support the organization of intergenerational community activities
- Ensure a welcoming and professional presence during events and activities
- Collaborate with local cultural and community partners
- Contribute to the identification of new programming opportunities
- Participate in the evaluation of activities and the collection of attendance and participation data

Qualifications

- Strong customer service and interpersonal skills
- Organized, adaptable, and able to work independently
- Interest in culture, events, and community engagement
- Comfortable using digital tools and social media

Languages:

- Bilingual in **English and French** required

Working Conditions

- Full-time position (40 hours/week)
- Tuesday to Saturday schedule
- Flexible availability required for evenings and some weekends
- Dynamic, multicultural work environment
- Role evolves with program growth

Salary: 48,000 – 52,000 CAD per year, depending on experience

How to Apply

Please submit your **resume and cover letter** via Indeed or email to hr@afcapa.ca.

Only shortlisted candidates will be contacted.