

**OFFICE ASSISTANT [Internship - May to September 2019]  
French-American Chamber of Commerce of New England Cambridge, MA**

About the French-American Chamber of Commerce:

FACCNE is a non-profit, independent, member-driven organization dedicated to fostering good transatlantic business relationships. The FACCNE has more than 400 French and American members that represent more 150 corporations. It is a member of CCI France International and belongs to the FACC network (21 chapters in the United States). In New England, the FACCNE provides the principal, private, non-partisan forum for French and American business leaders to meet, discuss common interests and exchange ideas. It helps promote and connect businesses and individuals through industry-specific seminars, speaker presentations and networking activities at various breakfast, luncheon and evening events, shared with other organizations.

The office is located at 185 Alewife Brook Parkway in Cambridge, MA 5-10 minutes from Alewife T subway station. More information on the FACCNE is available on its website [faccne.org](http://faccne.org)

FACCNE is looking for a part-time Administrative Intern to support its Executive Director and team with its growing programs and operations. Reporting to the Executive Director and working closely with the Events Manager and Development Manager, the intern will be a key member of the FACCNE team, responsible for:

#### RESPONSIBILITIES

- Keep our CRM (database) up to date with information gathered from Team members
- Assist Team with regular communications, calendar
- Assist Executive Director with reporting to FACCNE's Executive Committee, Board of Directors and national and international reporting
- Assist Executive Director with Team and Office Management
- Manage memberships of small accounts
- Collaborate with appropriate Team members on website, newsletter and other projects
- Additional support to FACCNE team as needed, including the participation in some FACCNE's public events.

#### QUALIFICATIONS

- Very good verbal and written communication skills; Must have a good telephone manner;
- Advanced computer skills, experience with any of the following is a plus: excel, CRM software, project management (Asana), Google Drive, Google Suite and social media;
- Capacity to work both independently and as part of a team;
- Must be well organized, detail-oriented and pro-active.
- Ability to multi-task, strong organizational and independent judgment skills a must.
- A minimum of 6 months of work experience in administrative support, fundraising or related experience;
- Fluency in English, proficiency in French is a plus but not a requirement.

#### LEARNING OPPORTUNITIES:

- Excellent opportunity to learn about all aspects of non-profit resource development;
- Develop planning skills;
- Excellent exposure to the French-American business community in New England and access to French, European and American executives.
- FACCNE is also an ideal place to practice the French language as all our staff members are French native speakers or bilingual.

#### CONDITIONS:

- Timeframe: Early May 2019 to September 2019
- Commitment of 2 to 3 business days per week (minimum of 15 hours/week), more if possible
- Unpaid when School Credits is possible.
- Please email resume and cover letter to [contact@faccne.org](mailto:contact@faccne.org)