

# Remote Office Intern

American Association of Teachers of French (AATF)

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## About the Role:

Work remotely with the American Association of Teachers of French to support educational and administrative projects. This role focuses on maintaining accurate records and creating materials for French language classrooms.

## Key Responsibilities:

- Review and update school and program records
- Verify website links and ensure information is accurate
- Assist with special office projects
- Design presentations and classroom materials for French instructors
- Complete additional remote administrative tasks as needed

## Ideal for Students Interested in:

- Education
- French

## Requirements:

- Strong attention to detail and organization skills
- Ability to work independently in a remote setting
- Basic computer and research skills
- French language knowledge (preferred, not required)
- Graphic design/Canva skills (a plus)

## Term Offered:

- Summer
- Fall

Email resume and cover letter to Megan Diercks ([diercks@frenchteachers.org](mailto:diercks@frenchteachers.org))