

Dynamic, Communication-Oriented Training & Pedagogy Assistant Intern Needed for Fast-Paced Education Company

Language Connexion is a language school based in Paris. We provide English instruction to people of all ages, primarily to young students but also to working professionals, in Paris and all over the country. We are currently seeking bilingual interns (native English speakers, with French as a second language) to work in our office for a period of six months during the Academic Year 2020/2021. For interns interested in working with us for longer than 6 months, their internship can be split in to two different internships (represented in two *conventions de stage*). Please let us know if you are looking for a longer internship in your cover letter.

Duties

Job duties will include:

- providing administrative and clerical support, such as filing, data entry, processing emails
- liaising between teaching staff and management
- distributing professional development material
- proof-reading and creating pedagogical content
- updating e-learning platforms and other online training solutions
- other general office duties for our public and private schools

In addition to providing office support, the intern will also undertake regular teaching replacements in schools in and around Paris, between one to ten hours per week. Full training and support will be provided. The intern might also be involved in class filming project two days a week, for training reasons.

Compensation

As an intern, you will be paid the legal rate of **577, 50 €** (net) per month (teaching and office hours combined). In addition, 50% of your monthly transit card (Navigo) will be reimbursed. Any travel you do outside Zones 5 for work purposes will be reimbursed in full.

Profile

You are an energetic individual ready for a fast-paced start up environment. You are dynamic and flexible, with a good sense of customer relations and employee satisfaction. Experience in training and pedagogy is ideal. You already have a base level in French. Proficient knowledge of Excel and Word is a bonus.

Contact

If you are interested, please send your CV and cover letter to awisniewska@languageconnexion.com, with the name of your university and 'Training & Pedagogy Assistant Intern 2020-2021' in the subject headline.

We thank all applicants for their interest.