



INTERNSHIP DESCRIPTION - INTERN TO THE ACADEMIC HEAD

Alliance Française de Bombay is hiring an Intern to assist the Academic Head to join us full-time at our Churchgate centre in Mumbai!

Location: Alliance Française de Bombay (Churchgate Chambers Centre) - Churchgate Chambers, GR02/GR03, Ground Floor, 5, New Marine Lines, Churchgate, Mumbai- 400020

Responsibilities:

- Assist with academic and administrative tasks.
- Update and maintain records on company software and LMS
- Assist with timetable and classroom planning.
- Organize and maintain digital files and academic records.
- Draft emails and notices.
- Coordinate with the Admin team, Frontdesk Team, and teachers when required.
- Perform other administrative tasks assigned by the Academic Head/Admin Team

Preferred Skills:

- Good organizational and communication skills.
- Basic knowledge of Microsoft Excel, Word, and Google Workspace.
- Attention to detail and ability to multitask.
- Proactive, reliable, and eager to learn.

Requirements:

- Fluency in French (preferably B1 level), English and Hindi
- Bachelor's degree minimum.
- Someone with a pleasant welcoming personality
- Patience and punctuality.
- Good communication skills.

Last Date To Apply: 24 July 2026

Application process: Kindly mail the following documents:

- CV,

- Application letter,
- Scanned copy of your recent degree (Bachelor's / Master's, etc.),
- Scanned copy of your recent DELF-DALF Diploma

To shimoni.jain@afindia.org (Head of Corporate Training and Marketing).

About Alliance Française de Bombay

Founded in 1938, Alliance Française de Bombay is the official French language institute and cultural centre in Mumbai. The organisation is a part of a network of Alliance Françaises that work with the French Ministry of Foreign Affairs, the Fondation des Alliance Françaises in Paris, and the French Institute in India. The organisation aims to promote Franco-Indian cultural exchanges and develop relations between India and France through:

- Teaching French language: AFB has 2 centres in Mumbai and teaches French to more than 5,000 students per year. It brings together a team of around 40 teachers and 20 staff members.

- Year-round cultural programming: Alliance Française de Bombay organises a wide selection of events each year (cinema, music, dance, theatre, debate of ideas, conferences etc.) in partnership with the leading cultural institutions of Mumbai.