

Position available: Executive Office & Operations Manager

Start date: May 2026

Weekly hours: 36 hours (full-time CDI)

Applications will be reviewed on a rolling basis so interested candidates should apply quickly.

About the American Library in Paris

Founded in 1920, the American Library in Paris is the largest English-language lending library on the European continent. A welcoming home for the thoughtful and curious, the Library brings together readers, writers, and thinkers through its collections and cultural programming. At its core, it is a place of encounter—where ideas are exchanged, community is fostered, and lifelong learning takes root.

The opportunity

The American Library in Paris seeks a highly organized, service-oriented professional to support the Executive Director and help senior leadership steward the day-to-day operations of a dynamic, place-based nonprofit institution.

This role sits at the intersection of executive support and operations. It offers a unique vantage point into what it takes to run a mission-driven cultural institution in an international context—balancing operational rigor with hospitality, and strategic priorities with daily execution.

Working closely with the Executive Director, and in coordination with colleagues across the organization, the successful candidate will play a central role in ensuring that the Library operates smoothly, efficiently, and with a high standard of care for its staff and spaces, its guests and community.

Position schedule

The **Executive Office & Operations Manager** is a permanent full-time position. Occasional evening or weekend event attendance is required; ample notice is given.

Key responsibilities

Executive Support

- Manage the Executive Director's calendar with foresight and precision, ensuring thoughtful prioritization and seamless coordination across internal and external stakeholders
- Anticipate scheduling conflicts and evolving priorities, adapting plans with discretion and sound judgment
- Support the management of correspondence, including drafting, prioritizing, and monitoring email communications and shared inboxes
- Track and process executive and organizational credit card expenses, maintaining accurate records and ensuring timely reconciliation for Finance

- Support research on, and the preparation and presentation of, select projects and initiatives as assigned
- Provide administrative support related to governance, including scheduling Board and committee meetings, coordinating reminders and logistics, and maintaining materials within the Board portal
- Coordinate the Library's internship program from recruitment through onboarding and administration, ensuring a positive and professional experience for candidates and interns alike
- Welcome guests on behalf of the Executive Director, ensuring a high standard of hospitality and that meeting spaces are thoughtfully prepared in line with the nature of each engagement
- Serve as key staff for high-level events and provide occasional logistical support for member and cultural programming, including some evening and weekend events as needed

Facilities & Operations Coordination

- Support the smooth day-to-day functioning of the Library's physical and operational environment
- Act as a primary liaison with external service providers supporting the building's infrastructure, including maintenance, cleaning, safety systems, and technical equipment
- Coordinate recurring inspections and regulatory compliance visits, tracking follow-up actions in collaboration with internal leadership
- Support the planning and delivery of staff safety trainings and drills, including fire safety, first aid, and emergency preparedness
- Assist in identifying and resolving operational issues, coordinating with appropriate service providers as needed
- Maintain oversight of office and shared spaces, including staff areas and guest accommodations, ensuring they are well-maintained and appropriately equipped
- Serve as the primary point of contact for space rental inquiries and bookings, ensuring clear organization-wide visibility, coordination, and alignment with Library operations
- Coordinate logistics related to Visiting Fellows and guests, including accommodation access and basic orientation
- Serve as a local liaison with external IT providers, facilitating communication and supporting on-site needs
- Assist with the implementation and ongoing use of internal systems and tools, and support staff awareness of cybersecurity best practices

This aspect of the role is carried out under the guidance of the Head of Finance and Administration and in close cooperation with the Assistant Director.

Qualifications & profile

- Proven experience (typically 3–5+ years) in executive support, office management, or operations within a dynamic environment
- Exceptional organizational skills, with the ability to manage multiple priorities and anticipate needs in a fast-paced setting
- Strong judgment, discretion, and a high level of professional maturity, with the ability to handle sensitive information with appropriate confidentiality
- Excellent written and verbal communication skills in English (native or near-native level)
- High-level working proficiency in French (minimum B2), with the ability to operate comfortably in a bilingual professional environment
- Strong interpersonal skills and a service-oriented mindset, with a natural ability to engage with a wide range of stakeholders
- Comfort working both independently and collaboratively, with a proactive and solution-oriented approach
- Familiarity with administrative, financial tracking, facilities coordination, or governance processes is an asset
- A genuine affinity for environments shaped by books, ideas, and cultural exchange, and a natural ease among readers, writers, and lifelong learners

Why this role

This position offers more than operational responsibility—it provides a front-row seat to the inner workings of an international cultural institution. For someone interested in nonprofit leadership, cultural diplomacy, or institutional management, it is an opportunity to develop a holistic understanding of how mission, operations, and community come together in practice.

Our workplace values, compensation, and benefits

At the American Library in Paris, we value being professional, productive, positive, patient, adaptable, inclusive, and team-focused. The American Library in Paris is committed to diversity, equity, and inclusion, and we strive to create a welcoming environment for all. We seek applicants who will embody and strengthen these values.

Candidates should bear in mind that, as a nonprofit institution, the American Library in Paris operates within a compensation framework that differs from that of the private sector, while offering a distinctive professional environment shaped by its history, mission, and international reach.

The Library provides a thoughtfully designed benefits package that includes a minimum of five weeks of annual paid vacation; ongoing professional development; subsidized meal vouchers; partial reimbursement of public transportation or bicycle-related expenses; and fully employer-funded top-tier health, vision, and dental coverage for employees and their families.

How to apply

We encourage qualified candidates from all backgrounds to apply by sending a letter of motivation and curriculum vitae to openings@americanlibraryinparis.org. Please include “**Executive Office & Operations Manager**” in the subject line. In your cover letter, please outline your interest in the role and relevant experience.

Please note that valid European working papers are required for this position. Please indicate in your cover letter or CV that you are legally permitted to work in France through nationality, or specify the type of visa/work permit you possess and its expiry date. Candidates without valid French working papers will not be considered for this position. The Library is unable to sponsor applicants who do not currently hold either a European passport or an unexpired French work permit.

We thank all candidates for their interest in the position. However, only shortlisted candidates will be contacted for an interview, and may be asked for professional references.

Join Paris’s home for the thoughtful and curious, and help carry a century-old institution into its next hundred years.