



The Africa Center Internship Opportunity: Strategic Plan Development

Period of Internship: Fall 2018

The Africa Center is currently seeking an intern to help with market research and preparations for its strategic and programming plans. The intern's responsibilities will include:

- **Research:** Identify, quantify, and describe the community of civic, private sector, and cultural actors engaging in Africa-related activity in NYC, Africa, and elsewhere to create a robust database.
- **Plan Development:** In collaboration with staff and consultants, distill research on Africa-related activity to develop models of programming that complement and amplify existent activity, develop marketing and outreach plans, as well as methodologies for evaluation.
- **Reports:** Synthesize research and interview transcripts into narrative form and reports for inclusion in an organizational strategic plan.

Internships are unpaid positions. Candidates should be able to commit to a minimum of two days (or 16 hours) per week for a period of approximately four months. Academic credit is available.

Qualifications:

The ideal candidate will have excellent written and verbal communication; flexibility handling diverse tasks; strong research, writing and editing skills; full professional proficiency in English; proficiency with Microsoft Office; an interest in African business, policy and culture; and be reliable and punctual.

Internships are open to students of junior-year college level or above, recent graduates, graduate students and postgraduates. Open to all majors but preference given to African Studies, International Relations and MBA students.

About The Africa Center:

The Africa Center is an experimental institution with transformation at its core.

As a multidisciplinary nonprofit, the Center provides a forward-looking gateway for engagement with Africa. Encompassing culture, policy, and business, the Center operates locally and globally to promote transatlantic exchange and partnerships.

Learn more at theafricacenter.org.

How to apply:

E-mail your application to careers@theafricacenter.org by August 24, 2018 with the subject line: "Strategic Plan Development Internship, The Africa Center, Fall 2018."

Applications should include a resume and a cover letter, indicating your interest in the position and days and hours in the fall (September-December) that you are available to intern. Incomplete applications will not be considered.

No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.