

POSITION DESCRIPTION

<u>Position Title:</u>	Programs Coordinator
<u>Department:</u>	Programs
<u>Direct Report:</u>	Director of Programs

About The Africa Center

The Africa Center (theafricacenter.org) is the first institution of its kind – uniquely focused on a multidisciplinary approach to contemporary Africa and the continent’s Diaspora. With a mission encompassing policy, business and culture, The Africa Center is committed to an integrated approach for understanding all aspects of Africa, including transforming narratives about the continent.

TAC opened its first space in January 2019 with a slate of programming featuring contemporary creatives within the African diaspora, including an art installation entitled ‘Harlem Sunrise’ by Nigerian American artist Victor Ekpuk; ‘HearWord!’, a Nigerian feminist play about power and pain; a book launch by Ghanaian author Ayesha Haruna Attah; Salon Africana at The Africa Center, a partnership with East African jazz vocalist Somi and Portals, an interactive installation that allows visitors to interact in real time with people in cities around the world, including Kigali, Nairobi and Lagos. In addition to programming in our first space, we will be activating our outdoor plaza this spring and summer with an art installation and related programming.

The Center's first year of programming is being used as an opportunity to experiment and test cultural programming, including the intersections with policy and business, with the range of audiences that The Africa Center targets.

To learn more, please visit www.theafricacenter.org and use the @theafricacenter handle on Instagram, Facebook and Twitter to engage with us on social media.

I. Job Overview:

The Africa Center’s Programs Coordinator will be a key member of the Program team and work closely with the Director of Programs. The Programs team is responsible for working with the CEO on developing the vision of the Center’s programming and leading program planning and management. The Africa Center’s programs are often in partnership with creatives, entrepreneurs, policy-makers and other leaders across the African diaspora.

II. Duties:

1. Support the team with planning the production and logistics of programs and events.
2. Lead the marketing and communication of the Center’s programs including developing invitations, managing ticketing and guestlists, website updates related to upcoming programming, supporting program related social media etc.
3. Manage event staff and consultants, event run of show and event set-up and break-down.

4. Manage the Center's volunteer program and Program interns.
5. Coordinate venue rentals and draft contracts for use of the Africa Center's space.
6. Support processing payments for Program related expenses.

III. Qualifications:

1. Bachelor's Degree and/or the equivalent required.
2. Minimum of 2-3 years of progressively responsible experience in at least one of the following areas:
 - a. event production
 - b. program management
 - c. digital communications and marketing
3. Experience working on issues related to The Africa Center's mission, on the African continent and/or within the African diaspora required.
4. Social media experience preferred.

IV. Key Skills and Capabilities:

1. Deep interest and commitment to The Africa Center's mission
2. Highly organized and meticulous with exceptional attention to detail.
3. Savvy with social media and digital platforms such as MailChimp, Eventbrite etc.
4. Ability to handle multiple projects and varied workload.
5. Team player who can also work independently and lead select projects and activities.
6. Open to working in a "start-up" environment with a small and dedicated team.
7. Excellent cross-cultural skills and the ability to build and maintain strong relationships with a wide variety of partners globally and across the African diaspora.
8. Demonstrated ability to transform creative ideas into tangible action.
9. Ability to work some evenings and weekends.
10. Position involves moderate to heavy physical activity and exertion.
11. Ability to utilize Adobe Creative Cloud services such as InDesign, Photoshop and Illustrator.

V. Professional Commitment:

The Africa Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

VI. Salary and Benefits:

Salary is commensurate with experience and qualifications. The Africa Center offers a competitive benefits package including health insurance, vacation and paid time off, and other benefits.

VII. How to Apply:

E-mail your application to careers@theafricacenter.org with the subject line: "Programs Coordinator". Applications should include a resume and a cover letter. 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.