POSITION DESCRIPTION

**Position Title:** Research Assistant  
**Department:** Programs  
**Direct Report:** Associate Curator

**About The Africa Center**

The Africa Center is transforming the world’s understanding of Africa, its Diaspora and the role of people of African descent in the world. Serving as the hub for the exchange of ideas around culture, business, and policy related to the continent, and in the spirit of collaboration and engagement with individuals and institutions who share the Center’s values, The Africa Center inspires enthusiasm, and advances thought and action around Africa’s global influence and impact on our collective and shared futures. We exist to center Africans (i.e. all people of African descent) in Africa's future. We believe that 1) change starts from putting our own community on equal footing, 2) The many stories of Africa must be written and transformed with our community, and 3) Africa will shape our global collective future. Since launching its public programming in January 2019, The Africa Center has attracted and engaged thousands of visitors in a series of inaugural performances, installations, talks, readings, book signings, and film screenings. Since February 2020, the Center’s programs have largely moved online, and have included one-on-one conversations on topics including literature and health, as well as an animation workshop for children. The Africa Center team is building a future facing institution that is truly transformative and community driven. Co-creating programs and exhibitions with our kinfolk will therefore be paramount to our success.

To learn more please visit [www.theafricacenter.org](http://www.theafricacenter.org) and engage with our social media @theafricacenter on Instagram, Facebook and Twitter.

**I. Job Overview:**

*The Africa Center* seeks a *Research Assistant* to work on an upcoming large-scale, multidisciplinary project that will explore the myriad contributions that African immigrants have made to our nation, from 1970 to the present day. Through stories grounded in specific communities around the nation, the project will explore themes including immigration narratives, intergenerational relationships, and connections with the descendants of enslaved people in America. Tasks relating to the Center’s other programs may also occasionally be required.
He/She will report to the Associate Curator, and will work closely with other staff in the Programs department. This position is part-time and temporary, 16 hours per week.

II. Duties:

1. Propose and conduct desk-based research into assigned topics and themes
2. Compile research documentation and reports, including bibliographies and research summaries
3. Attend and take notes on virtual meetings of project advisors and consultants
4. Communicate with project advisors and consultants, including drafting correspondence, scheduling meetings, and preparing briefing documents
5. Other program-related and administrative duties as required

III. Qualifications:

1. Bachelor’s degree required. Advanced degree is a plus
2. 1—2 years of research experience in an academic or policy setting
3. Demonstrable interest in immigration and/or contemporary Africa
4. Experience working in cultural and/or policy organizations is preferred

IV. Key Skills and Capabilities:

1. Knowledge, passion and demonstrated commitment to The Africa Center’s mission
2. Excellent written and oral communication skills
3. Collaborative and a team player
4. Strong organization skills and attention to detail
5. Time management, prioritizing and the ability to handle a complex, varied workload

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. Current students may earn course credit if applicable.

VII. How to Apply:

E-mail your application to programs@theafricacenter.org with the subject line: “Research Assistant”. 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.