



## POSITION DESCRIPTION

<b>Consultancy Title:</b>	Outreach and Community Engagement Manager
<b>Salary:</b>	Commensurate with experience
<b>Duration:</b>	November, 2021 – June, 2022 (approx. eight months)
<b>Direct Report:</b>	Chief Program & Experience Officer

### **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 on Instagram, Facebook, and Twitter/[@theafricacenter](https://twitter.com/theafricacenter).

### **I. Position Overview:**

The Africa Center seeks a consultant to fill the role of Outreach and Community Engagement Manager, as part of the Programs team. The Programs team is responsible for developing and executing the vision of the Center's programming and exhibitions. The team is also responsible for overseeing the Center's PR and Communications efforts. The Africa Center's programs are often in partnership with artists, film makers, entrepreneurs, organizations, and institutions across Africa and its Diaspora.

The Africa Center is currently partnering with the Museum of Food and Drink (MOFAD) on an exhibition entitled *African/American: Making the Nation's Table*, that celebrates the countless

**Address** | 1280 Fifth Ave | New York, NY 10029 | [theafricacenter.org](http://theafricacenter.org)  
**Mailing Address** | 2196 Third Ave, Unit #10025 | New York, NY 10035 | Tel: 212 444 9795

Black farmers, chefs, and food and drink producers who have laid the foundation for American food culture. The exhibition provides long-overdue recognition to over 400 years of contributions from African Americans and people of African descent. The Outreach and Community Engagement Manager will lead The Africa Center's efforts to promote engagement with this exhibition and its related programs among communities in Harlem, New York City and beyond. This person will also contribute to The Africa Center's other program activities that support the building of the institution's various communities as required, including in the digital space.

The Outreach and Community Engagement Manager will report to the Chief Program & Experience Officer and will work closely with other TAC staff and consultants. It is anticipated that this consultancy position will start in November 2021 and end in June 2022.

## **II. Duties include but are not limited to:**

1. Lead the development and implementation of TAC's outreach and community engagement strategy
2. Initiate and cultivate strategic relationships with community partners, organizations, and businesses in NYC, with a particular focus on TAC's neighborhood of Harlem
3. Collaborate with the Programs team, other TAC staff and consultants, and program partners to promote engagement and attendance at specific programs
4. Contribute to efforts to grow and cultivate TAC's digital community
5. Lead TAC's partnership with MOFAD with regard to outreach and community engagement for *African/American: Making the Nation's Table*, to ensure the successful involvement of various target communities, and ensure continuity, consistency and a clear division of engagement targets
6. Conduct a variety of outreach activities to increase awareness of TAC's programs and mission among nearby underserved communities
7. Develop, define, and track goals to engage communities in Harlem and ensure that TAC plays a key role in the communities we serve
8. Support the Programs team with the recruitment and management of TAC volunteers
9. Represent TAC by attending relevant community events both in-person and virtually
10. Support the programs team with virtual community building initiatives, including Kinfolk Gatherings (TAC's virtual, free-flowing community discussion forum)
11. Support the Programs team with other activities as needed

## **III. Qualifications:**

1. Bachelor's degree or equivalent experience required. Advanced degree or experience is a plus.
2. 4-5 years of relevant professional experience, including demonstrable experience of working with community-based organizations and planning/delivering successful outreach activities.
3. Familiarity and networks within communities in Harlem preferred.
4. Experience working on issues related to The Africa Center's mission, on the African continent and/or within the African diaspora.

#### **IV. Key Skills and Capabilities:**

1. Knowledge, passion and demonstrated commitment to The Africa Center's mission
2. Collaborative and a team player; ability to forge connections between
3. Excellent written and oral communication skills
4. Strong organizational 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 applicants without regard to race, color, religion, sex, national origin, age, disability or genetics.

The Africa Center requires those hired into this position to provide proof that they have received the COVID-19 vaccine. Any individuals subject to this requirement may submit for consideration a request to be exempted from the requirement (based on a valid religious or medical reason).

#### **VI. Salary and Benefits:**

Compensation is commensurate with experience and qualifications.

#### **VII. How to Apply:**

E-mail your application to [programs@theafricacenter.org](mailto:programs@theafricacenter.org) with the subject line: "Outreach and Community Engagement Manager." 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.