



POSITION DESCRIPTION

Title: Programs Associate

Salary: \$45,000-\$50,000

Direct Report: Programs Manager & 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 by providing a gateway for engagement with contemporary Africa. 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. This mission is guided by a leadership team that includes Board Co-Chairs Chelsea Clinton and Jendayi Frazer, Board President Halima Aliko Dangote, and CEO Uzodinma Iweala.

Since launching its public programming in January 2019, The Africa Center has attracted and engaged thousands of visitors in 6 exhibitions and over 200 programs that have included performances, installations, talks, readings, book signings, and film screenings.

To learn more please visit www.theafricacenter.org and engage with our social media @theafricacenter on Instagram, Facebook, and Twitter.

I. Position Overview: The Africa Center seeks a Programs Associate to provide administrative support to the Programs team and ensure the Center's programs are planned and executed efficiently. 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 Programs Associate will report to the Programs Manager and the Associate Curator and work in collaboration with other TAC staff and consultants.

Address | 1280 Fifth Ave | New York, NY 10029

Mailing Address | 2196 Third Ave, Unit #10025 | New York, NY 10035 | Tel: **212 444 9795** | theafricacenter.org

II. Duties include but are not limited to:

1. Support the team with planning the production and logistics of programs, exhibitions and events.
2. Coordinate and conduct set-up and break down of physical programs.
3. Support programs team with administrative tasks e.g. drafting consent forms and agreements, processing payments for Program related expenses, reconciling credit card expenses and ordering program related items.
4. Track program attendance and data collection. Work with Programs Manager to share the data with TAC staff.
5. Keep Programs calendar up-to-date.
6. Monitor Programs email account.
7. Support Programs Manager in leading the marketing and communication of TAC's programs including developing invitations, managing ticketing and guest lists, as well as supporting program related social media, etc.
8. Create program pages on our website through Wordpress as well as make any other necessary website updates and troubleshooting.
8. Coordinate and archive the documentation of programs i.e. photo/video including reviewing and managing editing process.
9. Work closely with the Center's Digital Media Consultant on the ideation, planning and execution of The Africa Center's monthly editorial/social media calendar that fully integrates the Center's programs, exhibitions, events, brand strategy and values across all social media channels.
10. Support the team with communications, scheduling, and documentation in relation to programs-related advisory groups, seminars, consultations and overall convening of The Africa Center's community.
11. Support the team with the relaunch and update of the Center's volunteer program.

III. Qualifications:

1. 2-3 years of administrative experience. Bachelor's degree is a plus.
2. Experience working or demonstrated interest on issues related to The Africa Center's mission, on the African continent and/or within the African diaspora preferred.
3. Social media experience 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 organizational skills and attention to detail
5. Time management, prioritizing and the ability to handle a complex, varied workload
6. Familiarity and ability to work with softwares and platforms such as Mailchimp, AddEvent, Sprout Social, Slack, Wordpress, Eventbrite.

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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.

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

\$45,000-\$50,000

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 programs@theafricacenter.org with the subject line: "Programs Associate". 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.

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