

About African Diaspora Network (ADN):

African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that convenes Africans from the continent, descendants of Africa—including African Americans and Afro-Caribbeans—and allies to create an ecosystem that nurtures entrepreneurial spirit and mobilizes intellectual and financial resources for a prosperous future. Through strategic partnerships and innovative programs, we serve as a catalyst for positive change and growth in Africa, its diaspora, and global communities.



Admin and Events Coordinator Job Description

African Diaspora Network seeks an Admin and Events Coordinator to provide essential support to the CEO and team, ensuring smooth operations and successful convenings that support the CEO in translating vision into action. The individual will serve as a high-level liaison and play a key role in the administration, day-to-day operations, and communications of our organization. This role blends executive assistance, event coordination, and administrative support, offering an excellent opportunity to support across multiple areas of a growing nonprofit organization.

The Admin and Events Coordinator will assist with scheduling, travel, correspondence, and meeting preparation for the CEO; provide logistical and on-the-ground support for ADN's convenings, including ADIS26, Pitch Day, and other Bay Area and virtual programs; and help maintain efficient office systems, communications, and partner follow-up.

The ideal candidate must be detail-oriented, have strong organizational and communication skills, and experience with supporting senior executives. The candidate must be proactive and skilled at tracking and prioritizing tasks, with the ability to collaborate and thrive in a fast-paced team environment. This individual should have an understanding of the nuance and discretion required when working closely with a transformative leader and nonprofit organization.

Key Responsibilities

Event Coordination (40%)

- Provide logistical and on-the-ground support for ADN convenings, including **ADIS26, Pitch Day, Bay Area events, and virtual/hybrid programs.**
- Assist with venue research, bookings, catering, AV, vendor coordination, guest check-in, and day-of event support.
- Support program managers and directors with event logistics, participant communications, and follow-up.
- Help coordinate speaker and guest engagement, including invitations, schedules, and hospitality.
- Assist with preparation of event materials, signage, and supplies.
- As needed, support virtual and hybrid sessions by managing Zoom, chat, and technical needs.

Executive Support (30%)

- Serve as a reliable and proactive support to the CEO, anticipating needs and helping prioritize tasks.
- Manage CEO scheduling, calendar, travel arrangements, and follow-up correspondence.
- Accompany CEO to local meetings and events to provide note-taking, logistics, and direct assistance.
- Prepare briefing documents and materials for CEO meetings, board sessions, and partner engagements.
- Draft professional correspondence, thank you notes, and communications on behalf of the CEO.

Office Management & Communications (30%)

- Support daily office operations, including data entry, processing mail, organizing files, and preparing space for meetings.
- Maintain and update ADN's database, ensuring timely follow-up with partners, funders, and community members.
- Track and follow up on action items from partner and funder calls to ensure timely execution.
- As needed, coordinate internal team schedules, travel logistics, and shared calendars.
- Support external communications with stakeholders, including program participants, sponsors, and event partners.
- Assist in preparing and sharing organizational materials such as introductory brochures and briefing documents.

Qualifications and Experience

- Bachelor's degree in business, communications, event management, nonprofit administration, or related field.
- 1–3 years of professional experience, ideally in **event coordination, executive support, or nonprofit operations**.
- Demonstrated ability to manage logistics and provide on-the-ground event support.
- Strong written and verbal communication skills; able to draft professional correspondence.
- Proficiency with productivity tools (Microsoft Office, Google Suite, Zoom, and CRM/databases).
- Strong organizational skills with the ability to juggle multiple priorities and deadlines.
- Ability to exercise discretion and professionalism in handling sensitive information.
- Experience working with diverse communities and stakeholders
- Familiarity with nonprofits, fundraising, or entrepreneurship/social impact sectors preferred but not required.

The Ideal Candidate Is:

- **Passionate about diaspora engagement** and social impact.
- Excited to contribute to entrepreneurship, nonprofit, and global development work.
- Highly organized, detail-oriented, and proactive.
- Eager to learn, take initiative, and grow professionally.

- Flexible and able to adapt to shifting priorities in a fast-paced environment.
- Comfortable working both independently and as part of a team.
- Tech-savvy and quick to learn new systems and tools.

Company Headquarters: Santa Clara, CA

Type: Full-Time

Reports to: CEO

Location: Only local applications will be considered: Santa Clara/Silicon Valley/Bay Area. Hybrid options available. Needs to be based in the United States of America with U.S. work authorization.

Compensation: The salary range for this position is \$60,000 - \$65,000 commensurate with experience. A comprehensive benefits package is included.

To apply: Please send resume and cover letter to jobs@afriandiasporanetwork.org with the subject heading of: "Application for ADN Admin and Events Coordinator"