

African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that promotes entrepreneurship and economic development on the African continent and in the communities we live in. Founded in 2010, we bring together Africans on the continent, in the diaspora, and friends of Africa to actualize their full potential, activate their entrepreneurial spirit, and strategically mobilize financial and intellectual resources to ensure a brighter future for the African continent.



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## **Diaspora Engagement & Program Coordinator Job Description**

African Diaspora Network seeks a Diaspora Engagement and Program Coordinator to support operations for our programs and initiatives. This person will manage diaspora and community engagement, outreach, and ecosystem-building that catalyze ADN's various programs and initiatives. This person will also play a key role in program coordination by engaging a variety of constituents in the ADN network, including program advisory committees, event speakers and participants, and enterprise accelerator participants and alumni.

The ideal candidate is committed to details, can effectively communicate with diverse audiences, and can work collaboratively with the ADN team and external stakeholders.

### **Why Work for ADN?**

*Build bridges that unite people across the world to make it better for everyone.*

African Diaspora Network is a trusted organization with a track record of building bridges and energizing collaborations between Africans, Diasporans, and friends of Africa through our global convenings and programs. Amid the pandemic we strengthened our offerings by pivoting to virtual platforms that allowed us to expand our reach. Over the last decade we have convened over 10,000+ individuals from 80 countries. Our enterprise accelerators have supported 53 African-led startups on the continent and 16 Black-led startups in the United States.

By joining ADN, you become part of a team that mobilizes thousands of people to create possibilities for Africa and the communities where we live. ADN is a place where diversity, equity and inclusion are not just celebrated, but they are central to our existence. We are emerging from the pandemic in a stage of rapid growth, which means exciting new opportunities are opening up for forming transformative partnerships, building the organization and growing our team.

### **Culture and Climate**

ADN has developed a supportive workplace culture where personal and professional connections are valued and facilitated. Specifically:

- Open and honest communication is encouraged
- Close, collaborative working relationships are supported

- Mentorship and support for developing professional identity and connections

### **Key Responsibilities:**

#### **Entrepreneurship Program Coordination (50%)**

- Provide operational and administrative support to ADN programs and initiatives under the direction of the program managers
- Participate in entrepreneurship accelerator interviews as an ADN team member
- Serve as point person to assist future or current program and event participants, including speakers, sponsors, mentors, guests, etc.
- Support the development of program-related communications and publications
- Research articles and document relevant publications on the continent and Diaspora for program-related materials

#### **Diaspora Engagement and Ecosystem Cultivation (30%)**

- Diaspora Engagement: Meet with Diaspora leaders interested in being a part of the African Diaspora Network. Introduce the work of ADN and our programs and initiatives.
- Community Engagement: Coordinate communications with program advisory committees, event speakers and guests, program participants, and ecosystem partners.
- Engagement Events: Provide support to the planning and execution of network-building forums and the African Diaspora Investment Symposium
- Program Alumni Engagement: Maintain consistent communication with alums and identify relevant opportunities from ecosystem partners.
- Ecosystem-Building: Engage in collaboration calls to identify synergies and opportunities for aligned efforts with existing ADN programs and initiatives

#### **New Initiatives and Projects (20%)**

- Collaborate on the planning and execution of the ADN New Initiatives such as the Telehealth Program Advisory Committee and other team members
- Engage African medical and other professionals in the USA and other parts of the world
- Cultivate connections to build a robust database of diaspora & other sector specific professionals to our ecosystem

Below requirements are representative of the knowledge, skill, and ability required to be successful in this position:

### **Qualifications and Experience**

- Bachelor's Degree in business, PR, Fundraising, or humanities-related fields
- Preferred two years of experience in the public, nonprofit, or corporate settings
- Experience working with diverse communities and external relations
- Effective written and verbal communication skills
- Superior interpersonal skills, engaging professionally with volunteers, colleagues, and donors
- Ability to consistently track, monitor, and manage databases

- Understanding of nonprofit organization management
- Ability to prioritize tasks with strong organizational skills
- Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally-competent services and work effectively in cross-cultural situations
- Understanding of mandatory reporting/compliance requirements for nonprofits

**Company Headquarters:** Santa Clara, CA

**Reports to:** Program Manager

**Location:** Preference for local applicants. Hybrid options available. Fully remote is negotiable. Needs to be based in the United States of America with U.S. work authorization.

**Salary Range:** \$50,000 - \$60,000

**To apply:** Please send resume and cover letter to Debra at [debra@africandiasporanetwork.org](mailto:debra@africandiasporanetwork.org).