

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.



Diaspora Engagement Project Associate Job Description

African Diaspora Network seeks a Diaspora Engagement Project Associate to support the implementation of a diaspora engagement strategy as part of the USAID project supporting the next-generation expression of Regional Leadership Centers (RLC) of the Young African Leadership Initiative (YALI), the United States' premier investment in young African leaders.

Project Background

African Diaspora Network (ADN) is a partner of Arizona State University (ASU) in the [Young African Leadership Initiative Legacy and Localization \(YALI L&L\) project](#).

USAID launched four YALI Regional Leadership Centers, the on-continent component of the YALI program, at higher education institutions in Ghana, Kenya, Senegal, and South Africa in 2015. RLCs have provided access to leadership and functional training to 22,000 young leaders aged 18–35 from 49 sub-Saharan countries in three tracks: business and entrepreneurship, public management, and civic leadership.

YALI 2030 will build on the RLC foundation to create an expanded pan-African youth development model that will harmonize training curriculum, serve underrepresented/underserved youth, build alumni network capacity and professional development opportunities, and develop new program-related partnerships with the private sector and other stakeholders and donors.

Role

The Diaspora Engagement Project Associate will work with the ADN Director of Programs and Operations and the Diaspora Engagement Project Manager to accomplish the deliverables that are a part of ADN's subcontract with ASU as part of the Young African Leadership Initiative Legacy and Localization (YALI L&L) project.

The ideal candidate must have experience in project coordination and strong planning and organizational skills. The candidate must effectively communicate with diverse audiences and be able to work collaboratively with the ADN team and external stakeholders. While this role works primarily on the ASU YALI project, the person is also a full member of the ADN team and will support and participate in team meetings, events, etc with all other full time staff.

This is a full-time position that may require some travel across Africa and the United States.

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 89 countries. Our enterprise accelerators have supported 63 African-led startups on the continent and 38 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:

Project Coordination (70%)

- Support ADN Director of Programs and Operations and Diaspora Engagement Project Manager to carry out a diaspora engagement strategy for the Young African Leadership Initiative Legacy and Localization (YALI L&L) project
- Assemble outreach tools and collateral to showcase partnering and investment opportunities attractive to African diaspora in Africa, the U.S., and other countries
- Manage project documentation and administration. Coordinate with ADN, ASU and YALI teams to ensure timely programmatic and financial reporting and administration.
- Create invitations to diasporans and friends of Africa to virtual roadshows, pitch competitions, symposiums, and other events
- Support in the planning and execution of above mentioned events
- With support from project manager, maintain a dashboard to track project progress and outreach to stakeholders

Community Engagement and Outreach (30%)

- Engagement of diaspora to become mentors of the YALI Africa Mentorship Program
- Create a list of prospective diasporans, Africans, and friends of Africa to invite to events and to share more about the YALI project
- Manage and track communications with mentors and interested youth participants
- Support in the participation of YALI alumni and staff at ADN events
- Other tasks and responsibilities as deemed necessary to fulfill project, team and organizational goals

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
- Past project coordination experience preferred; USAID contracting experience a plus.
- Planning and organizational skills and ability to meet tight deadlines
- Experience with project management software, filing and scheduling systems.
- Experience working with diverse communities and external relations
- Effective written and verbal communication skills
- Superior interpersonal skills, engaging professionally with volunteers, colleagues, and donors
- 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

The Ideal Candidate Is:

- Passionate about African diaspora engagement and ethical and sustainable development of the African continent
- Excellent at stakeholder engagement
- Has experience leading or supporting projects that have a recruitment/engagement, database building and/or mentorship components to them
- Eager to learn, takes initiative and adopts ownership of tasks assigned
- Works well independently and as part of a team
- Flexible and seeks clarification early and as needed
- Preferably fluent in English and French. Portuguese or African languages are a plus.

Company Headquarters: Santa Clara, CA

Reports to: Diaspora Engagement Project Manager ASU YALI

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 & Benefits: \$50 to 60k, with \$5k healthcare stipend and other employee benefits

To apply: Please send resume and cover letter to info@africandiasporanetwork.org with the subject heading of: Diaspora Engagement Project Associate ASU YALI.