

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.



Program Assistant Job Description

African Diaspora Network seeks a Program Assistant to support operations and communications for our programs and contribute to the success and growth of ADN. This person will provide support across ADN's portfolio of programs, initiatives and events, including accompanying the Executive Director at key engagements. 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 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.

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 collaboration 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:

Program and Event Coordination (40%)

- Provide operational and administrative support to ADN programs and initiatives under the direction of program manager and directors
- Provide support for coordination of virtual and hybrid panel sessions, webinars, and the flagship African Diaspora Investment Symposium
- 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.
- Coordinate communications with program advisory committees, event speakers and guests, program participants, and ecosystem partners

Research and Communications (20%)

- Support the Community Manager in acting as a first point of contact for interested members and potential partners
- Research articles and relevant publications on the continent and Diaspora for program-related materials
- Help draft and review pages on the website, social media posts, newsletter drafts, and other external communications

Administrative Support (40%)

- Support the ED with administrative tasks such as scheduling meetings, creating thank you notes, inputting information from business cards into the system, and sending introductory brochures and other items to new partners
- Accompany the Executive Director to key engagements in the Bay Area, providing note-taking and other administrative assistance
- Help organize calendars, venue and accommodation reservations, event logistics, and flight itineraries for ADN team as and when required
- Support the team by taking notes on calls and tracking emails copied on to ensure action items are followed up with in a timely manner
- With the support of team members, track and maintain program and event expenditures and budgets
- Support in monitoring, evaluation and learning (MEL), and grant reporting.

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 program coordination experience
- Experience working on multiple projects at a time
- 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
- Familiarity with project budgeting, MEL, and grant reporting preferred
- 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 diaspora engagement
- Interested in contributing to the nonprofit, entrepreneurship, social impact sectors
- Eager to learn, takes initiative and adopts ownership of tasks assigned
- Enjoys working on varying projects and using different skills daily
- Extremely organized and detail-oriented
- Tech savvy and comfortable with quantitative analysis
- Works well independently and as part of a team
- Flexible and seeks clarification early and as needed

Company Headquarters: Santa Clara, CA

Reports to: Associate Director of Programs and Operations

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.

Salary Range & Benefits: \$42k to \$50k, with \$5k healthcare stipend & other employee benefits

To apply: Please send resume and cover letter to info@africandiasporanetwork.org with the subject heading of: Program Assistant.