



www.africansinboston.org

AiB | Open Position: Communications Officer

The CO will be responsible for the circulation of the information within and outside of the organization (i.e. weekly newsletter updates, media, TV, radio bookings, community news). He or she will be responsible for implementing the Global outreach strategy for AiB (Boston 30+ schools outreach initiative, Massachusetts schools outreach initiative, local organizations, companies, corporations and communities outreach initiative, global outreach initiative). The CO must have previous experience in industry or similar role. He/She must desire to work with public, private and corporate partners as well as community organizations. He/She must be proficient in two or more languages. He/She must have strong interpersonal and communications skills and the ability to work independently, in a dynamic and challenging work environment. Some travel required, both domestically & internationally. **Email** resume to info@africansinboston.org

AiB | Open Position: Marketing Officer

The MO will be responsible for the organization's brand and image. (i.e. web site, social media, Facebook, twitter, youtube, SEO). In collaboration with the Event Planning, Communications and IT divisions the MM will develop a marketing campaign to increase online traffic, membership and registration levels. The MO will also implement innovative strategies to push AiB's brand both locally and internationally.(Boston 30+ schools outreach initiative, Massachusetts schools outreach initiative, local organization, companies, corporations and communities outreach initiative, global outreach initiative). The MM must have previous experience in industry or similar role. He/She must desire to work with public, private and corporate partners as well as community organizations. He/She must be proficient in two or more languages. He/She must have strong interpersonal and communications skills and the ability to work independently, in a dynamic and challenging work environment. Some travel required, both domestically & internationally. **Email** resume to info@africansinboston.org

AiB | Open Position: General Counsel

The GC will be responsible for giving accurate and timely counsel to the management team in a variety of legal topics. He/She will specify internal governance policies and regularly monitor compliance. The GC will research and evaluate different risk factors regarding management decisions and operations. He/She will proactively advise on possible legal issues and ramifications. Tasks include but are not limited to the following: attending public service events, summarizing legal documents, performing legal research, checking legal forms for accuracy, preparing reports, preparing and coordinating correspondence, serving as the liaison with state and local agencies for legal compliances. The GC will communicate with external parties (regulators, external counsel, public authority etc ...).He/She will provide clarification on legal language or specifications to management team. **Email** resume to info@africansinboston.org



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AiB | Open Position: Event Officer

The EO will be responsible for planning, developing and implementing all AiB signature events: Hakuna Sundays, AD Net (African Diaspora Network Guest speakers series), TASTE of AFRICA (African food and cuisine tasting and education), AiB Annual Business Expo, AiB Annual Gala. In addition the EO will develop partnerships and programs with local institutions such as the MFA (i.e. MFA African Art Gallery), colleges, universities, local organizations, companies, corporations. The EO will coordinate all African related events in the New England and will be in charge of the AiB event page (africansinboston.org/events) to promote all events. He/She must desire to work with public, private and corporate partners as well as community organizations. He/She must be proficient in two or more languages. He/She must have strong interpersonal and communications skills and the ability to work independently, in a dynamic and challenging work environment. Some travel required, both domestically & internationally.

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AiB | Open Position: IT Officer

The IO will be responsible for developing strategic plans and setting timelines for evaluation, development, and deployment of all technical, digital, web and mobile services and infrastructures. The IO will set and lead AiB technological development and identify opportunities for web and mobile services. The IO will collaborate with all other AiB officers as advisor to all technologies involved with the organization. The IO will monitor web analytics and make recommendations that align with AiB's vision and mission. The IO will study current and new industry trends, technologies and software development. **Email** resume to info@africansinboston.org

AiB | Open Position: Finance Officer

The FO will be responsible for providing financial reports and interpreting financial information. The FO will make recommendations of strategic course of action. He/She will advise on investment activities and provide strategies that AiB should take to move its agenda forward. The FO will be in charge of maintaining the financial health of the organization. He/She will analyze costs, pricing, variable contributions, expenses, sales results and the organization's actual performance. The FO will manage the preparation of the organization's budget. He/She will liaise with auditors to ensure appropriate monitoring of the organization finances is maintained. The FO will use financial modeling tools to simulate financial scenarios. He/She will collaborate with members of the management team to develop and execute funding strategies. The FO will examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles. **Email** resume to info@africansinboston.org



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AiB | Open Position: Board Member

The Board member is expected to make regular personal contributions to the organization, in addition to the time he/she spends to promote the organization. He/She is greatly committed to bringing funds to the organization using their personal and professional networks. He/she offers innovative, creative ideas to move the organization forward. **Email** resume to info@africansinboston.org

AiB | Open Position: Managing Director, Diaspora Credit Union Initiative

The Managing Director of the Credit Union Initiative will develop and execute the Diaspora Credit Union overall strategies and provide strategic advice to the board and chairperson of Africans in Boston. He/She will implement the Diaspora Credit Union Initiative roadmap and will be responsible for the overall success of the program. The ideal candidate is a leader and a strategist that will steer the Diaspora Credit Union Initiative to fulfill its short-term and long term objectives. He/She will ensure that all policies and legal guidelines are communicated to management, stakeholders and partners and are followed at all times. The Managing Director of the Diaspora Credit Union Initiative will communicate and maintain trust relationships with shareholders, local and international partners and authorities. He/She will act as the public speaker and public relations representative of the program. He/She will work with projects managers that will implement strategies to bring the program to a successful completion. **Email** resume to info@africansinboston.org

AiB | Open Position: Project Manager, Diaspora Credit Union Initiative

The Project Manager of the Credit Union Initiative will work directly with the Managing Director of the Diaspora Credit Union Initiative to develop and execute the Diaspora Credit Union overall strategies. He/She will support the Managing Director of the Diaspora Credit Union Initiative ensuring proper execution of the program. The project manager will be executing strategies to register membership and participation and will manage relationships with diaspora members and all stakeholders. **Email** resume to info@africansinboston.org



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