



Position overview

- Job Title: **Program Assistant**
- Location: Paris or remote with regular travel to Paris
- Length of contract: 10 months
- Preferred start date: As soon as possible
- Deadline: As soon as position is filled

Organizational context

Founded by two Black women in the aftermath of the 2020 Black Lives Matter protests around the world, the African Futures Lab (AfaLab) works to advance demands for racial justice for Africans and Afro-descended people around the world. We pursue the recognition and the repair of global racial injustices through the development and exchange of rigorous and empirically grounded knowledge across Africa and Europe. Concretely, our work consists of research, “Mobilization Labs” with partner organizations, and advocacy.

Together, these activities and outputs serve to bolster the efforts of activists and policymakers fighting to hold States and private actors accountable for the enduring effects of colonialism and slavery in Europe and in Africa.

Typically, our current projects touch on the intersections of racial justice and gender rights, climate justice, justice systems, and socio-economic inequalities.

The Lab is registered as a not-for-profit organization and our work is thoroughly transnational in nature.

You can learn more about the Lab, who we are, and what we do on our [website](#). You can also find us on [X \(Twitter\)](#) and on [LinkedIn](#).

About the position: Program Assistant

The Program Assistant will support the development and implementation of African Futures Lab projects in terms of content, administration and logistics. The following tasks will be at the heart of the Program Assistant’s role:

[Project implementation support](#)

- Provide support to researchers and advocacy teams in the preparation of various documents, such as reports, work plans, and proposals.
- Gather and compile data and information for the preparation of policy briefs, toolkits, and any other publications as required.
- Provide technical support in the preparation of AfaLab podcasts.
- Provide support in preparing presentations materials for meetings and workshops.
- Provide administrative and logistical support to the AfaLab team in the organization of events, meetings, and workshops.



Administrative support

- Maintain up-to-date files and keep them organized for easy access and retrieval. Ensure safekeeping of confidential materials.
- Organize internal administrative files and invoices.
- Support program team in the financial management of projects.
- Support program team in making travel arrangements
- Manage subscriptions to various services for the organization's operational needs.

Required skills and experience

- Bachelor degree or equivalent university degree in social sciences, economics, public administration, or related field.
- Familiarity with racial justice topics.
- 2 years of work experience in an administrative support position is an advantage.
- Language skills: English (native speaker or functional equivalent); French (writing and speaking proficiency).
- Good working knowledge of Microsoft Word and Excel.
- Excellent teamwork skills.
- Flexibility and adaptability.
- Enthusiasm about working in a small, dynamic, and committed team in a growing organization.

Additional Details

- Location: Paris. The position can also be remote with regular travel to Paris.
- We are looking for a new colleague who embodies AfaLab's organizational values:
 1. Commitment to justice
 2. Integrity
 3. Reliability and trustworthiness
 4. Creativity
 5. Optimistic outlook

Please send a cover letter and CV, including name and contact information for references, to info@afalab.org.

Applications will be accepted and reviewed on a rolling basis until the position is filled.