



JOB ANNOUNCEMENT: EVENT INTERN

Position Overview

Job title: Event Intern

Location: Remote (Preferably based in Brussels, Paris, or Lisbon)

Duration: 6 months (with possibility of extension)

Contract: Full-time - paid internship

Start Date: As soon as possible

Application Period: March 06, 2025 - April 06, 2025

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. We pursue the recognition and repair of global racial injustices through rigorous, empirically grounded knowledge exchange across Africa and Europe. Our work includes research, "Mobilization Labs" with partner organizations, and advocacy.

These initiatives aim to hold states and private actors accountable for the enduring effects of colonialism and slavery in Europe and Africa. Our current projects center on racial justice and its intersections with gender rights, climate justice, and socio-economic inequalities.

Learn more about AfaLab on our [website](#) or follow us on [Instagram](#) and [LinkedIn](#).

About the Internship

African Futures Lab is looking for a motivated and detail-oriented Event Intern to support the planning and execution of our September 2025 festival in Nairobi on reparations. This festival aligns with the African Union's Year of Justice and Reparations for Africans and People of African Descent and will bring together activists, scholars, policymakers, and artists to engage in critical conversations on global justice.

As an Event Intern, you will play a key role in ensuring the smooth organization of this landmark event. You will assist with event logistics, venue coordination, and scheduling, while also supporting speaker and participant outreach and communications. Your role will involve helping with partnership development, sponsorship research, and engagement efforts, suppliers' management as well as coordinating logistics including invitations, travels and accommodation.

This internship provides a unique opportunity to gain hands-on experience in event planning, logistics, and advocacy. The intern will play a key role in supporting the coordination and implementation of the festival, working closely with the organizing team to ensure a successful and impactful event.

Core Responsibilities

I) Event Planning & Logistics Support

- Assist in the development of the festival's program, including scheduling, speaker coordination, and venue arrangements.
- Contribute to develop and implement work plans for the event.
- Support logistical preparations, including vendor management, transportation, accommodation, and catering arrangements.
- Help manage event registrations, ticketing, and on-site coordination.
- Contribute to ensuring the smooth running of all event logistics and keep track of deadlines.

II) Stakeholder Engagement & Coordination

- Support outreach efforts to engage speakers, artists, civil society organizations, academics and institutional partners.
- Assist in managing communication with partners, sponsors, suppliers, participants and media.
- Facilitate coordination between different teams (communications, logistics, programming) to ensure smooth event execution.
- Create and maintain an updated database of stakeholders including participants.

III) Communications & Advocacy Support

- Assist in drafting and disseminating event-related communications, including invitations, programme, newsletters, info packs, and promotional materials.
- Support the organisation, taking minutes and providing presentations for coordination meetings with partners, venue, suppliers, speakers.
- Support social media and digital outreach efforts in collaboration with the communications team.

Required Qualifications

- **Education:** Master's degree (completed or in progress) in event management, international relations, social sciences, communications, or a related field.
- **Experience:** Previous experience (internships, volunteering, academic projects) in event planning, logistics, advocacy, or community engagement is preferred.
- **Languages:** Excellent command of English (C1 spoken and written) with a good command of French (writing and speaking proficiency required).
- **Knowledge:** Familiarity with racial justice, reparations, climate justice, and gender issues, particularly in African contexts.

Technical Skills

- Strong organizational and multitasking skills to manage multiple event components simultaneously.
- Attention to detail to ensure accuracy in scheduling, budgeting, and coordination.
- Time management skills to ensure all logistical aspects are executed on schedule
- Ability to work collaboratively in a fast-paced, international environment.
- Strong written and verbal communication skills for engaging diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.

Skills and Competencies

- Ability to work autonomously and collaboratively.
- Ability to work in a fast-paced and international environment.
- Excellent written and verbal communication skills in English (Swahili or French is a plus).
- Proficiency in Microsoft Office, Google Workspace, and basic event management tools.
- Familiarity with social justice, reparations, or human rights issues is a plus.

What We Are Looking For

We are seeking a proactive, detail-oriented, and motivated individual who:

- Has a strong commitment to racial justice, equity, and reparations advocacy.
- Is passionate about policy and advocacy.
- Is enthusiastic about event planning and community mobilization.
- Demonstrate adaptability, strong attention to detail and work effectively with diverse teams.
- Demonstrates problem-solving skills, capacity to multitask, work both independently and a hands-on approach to tasks.
- Thrives in an international and cross-cultural environment.

Application Process

If you're enthusiastic about making a difference and building impactful events and advocacy, we encourage you to apply by April 06, 2025.

This is an opportunity to grow in a progressive organization at the forefront of racial justice advocacy, contributing directly to its impact and visibility on the global stage.

Please send a **cover letter and CV**, including name and contact information of two references, to **info@afalab.org** with the **subject** "Application: Event Intern".