

We are making Great Things Happen.

Join Us to Make a Better World Possible

Role: Program Associate (Communications and Engagement)

Reports To: Lead Program Advisor/ Ag Chief Executive

The Position:

The Program Associate (Communications and Engagement) role is primarily designed to be the lead engagement and communication officer for the organization, representing and promoting the organization's programs, projects, achievements to internal and external stakeholders as well as the public. The role serves as the lead external engagement officer with the media community and ensures that the organization remains aligned to the needs of our beneficiaries while not losing sight of the vision and mission of the organisation. This role requires a substantial level of independent thinking, writing capability, creativity, initiative and ability to work with limited supervision.

The Organisation:

Citizens' Commons is a citizen action organisation, committed to empowering everyday citizens to take social actions targeted at to solving small and big societal challenges using the power of community, collective action, collaboration and innovation. Through our Community Impact spaces, we provide the platform to incubate ideas, engage in community dialogue, explore policy solutions, resource emerging social entrepreneurs, civic leaders and community activists in their resolve to challenge old thinking, seek bold solutions and make great things happen. We work with youths, women, vulnerable populations as well as policy makers to champion the emergence of a new Nigeria. Our work span across a number of issues such as democracy and rule of law, anticorruption and open government, citizen rights and public accountability, civic Engagement, social entrepreneurship and the SDGs.

Communications (45%)

- With consultation with organisation leadership and team members, design and implement a communication strategy for the organization incorporating all programs and projects and activities.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, and/or services.
- Supervise and sometimes design of program communication materials for different mediums including print, online, electronic etc. as required.
- Liaison with local and national media community, ensuring updated media contact database.
- Lead media relationship management, including response to media enquiries, interviews and represent the organisation as the spokesperson.
- Explore new opportunities to optimise the Citizen Commons and associated brands to all stakeholders.
- Lead the planning of program events, seminars, press conferences and related events.

Social Media Engagement (40%)

- In consultation with leadership and stakeholders, develops the social media engagement strategy for the organisation.
- Updates Social Media Channels for maximum engagement as required.
- Create and curate content and increase audience engagement on CCAI social media channels.
- Research, and Prepares Weekly, Monthly Newsletter (and email announcements) to update stakeholders and the public with opportunities and events as well as other relevant achievements of the organization.
- Lead on internal communication and engagement of team members and other stakeholders.

Others: (15%)

- Liaison with Program Advisor for possible programming ideas business development opportunities
- Conducts training, presentations and other knowledge sharing opportunities.

- Recruit and manage a communications support interns/program assistant, relying exclusively on board, intern and volunteer talent, to support the development and execution of the communications strategy.
- Promote a culture of high performance and continuous improvement that values learning
- and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent
- Any other task as assigned by the CE

The role will be supported by at least one intern/program assistant (or more) as need arises.

Qualifications and Requirements

- Bachelor's Degree, a master's Degree is an advantage.
- Must have a working knowledge of Content Management Systems
- Experience working within the non-profit sector especially in the area of communications and engagement preferred.
- Demonstrable strong communication (speaking and writing) skills and capacity to communicate 'rocket science' in easy-to-understand, digestible for various audiences.
- Proficiency in design, publishing software, additional capabilities in video, photo skills is an added advantage.
- Experience in web design (CMS editing) and content production is a big plus.

To Apply:

[Please fill and application form here.](#) Please attach a Cover letter and Resume.

Please note that only shortlisted applicants will be contacted.

Citizens' Commons is an equal opportunity employer.