

We are making Great Things Happen.

Join Us to Make a Better World Possible

Role: Program Associate (Legal Commons)

Reports To: Lead Program Advisor/ Ag Chief Executive

The Position:

The Program Associate (Legal Commons) role is primarily designed to be the lead program officer for the Legal Commons Hub. The incumbent will lead the successful take off and growth of the Legal Commons Hub creating an engagement plan and activating new ideas and events for expanding the vision for the Hub. The role serves as the lead officer with the legal advocacy community, advancing the programmatic deliverables for the organisation, especially our access to justice and advocacy around freedoms of expressions, information and citizen engagement and social impact. 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 and everyday citizens as well as policy makers to champion the emergence of a new Nigeria. Our work span across several issues such as democracy and rule of law, anticorruption and open government, citizen rights and public accountability, civic Engagement, social entrepreneurship and the SDGs.

Program Management and Community Building (40%)

- Lead the effective take-off of the Legal Commons Hub - a co-working community of legal practitioners and activists, expanding access to justice for social impact leaders, operating as a legal clearinghouse for activists, expanding access justice for low-income Nigerians, small business and non-profits.
- Lead the hub community building efforts by designing and implementing a community engagement strategy/plan that explores innovative ideas, events, programming initiatives targeted to the needs of the community members and reflects the Hub's vision.
- Leads community internal and external outreach, building relationships, as well as connecting members, with skills, tools and networks and events.
- Liaison with relevant project teams and other stakeholders on grant prospecting, management and reporting.
- Lead the implementation of the Emergency Legal Commons Fund for Activists.

Legal Advocacy, Research and Representation (40%)

- Work closely with a community of activists and attorneys to identify cases (and issues) of interest and design strategies to pursue this pro-bono public interest cases.
- Liaison with partner CSOs and community of practice engaged in advocacy and public interest litigation in Nigeria and internationally.
- Contribute and/or produce case briefs, policy briefs and opinion articles, case reviews on topical issues around access to justice, anti-corruption, open government, freedoms of information and expression and other issues of interest to our organisation
- Serves as the legal adviser for the organisation on all legal matters.
- Produce and/or contribute to key legal or policy analyses and publications.
- Works with external attorneys to develop case briefs and contribute to strategies on public interest cases and advocacy efforts.

- Work with CC team members and senior leadership to develop grant proposals for new program initiatives around access to justice and related issues.

Others: (20%)

- Collaborate with ED/LPA and other team members for possible programming ideas business development opportunities, grant reporting and development and collaborative opportunities.
- Conducts training, presentations and other knowledge sharing opportunities internally and externally as required.
- Recruit and manage support interns/program assistants, relying exclusively on board, intern and volunteer talent, to support the development and execution of the Legal Commons Hub.
- 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.
- Collaborate with the MEL Associate to support the ongoing evaluation of relevant projects
- Any other task as assigned by the ED/LPA.

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

Qualifications and Requirements

- Must be a lawyer or a Law graduate with at least two years post qualification or advocacy experience. Advance degree will be an advantage.
- Demonstrated knowledge of legal research and drafting.
- Experience working within the non-profit sector especially in the area of legal advocacy and public interest litigation preferred.
- Demonstrable strong communication (speaking and writing) skills and capacity to communicate 'rocket science' in easy-to-understand, digestible for various audiences.
- Must be a self-starter, entrepreneurial with exceptional ability to take initiative and work with minimum supervision.
- Strong organizational skills, rigorous attention to detail, and problem-solving abilities needed to perform effectively in a demanding position.
- Proven interest in citizen engagement, access to justice, judicial reform, community engagement, and public interest litigation.
- Proven ability to work as part of a team to achieve complex results under strict deadlines.
- Proficiency in technology and productivity tools - (MS Word, Excel, internet navigation, etc.)

Role Location: Abuja Nigeria

Remote Work Possible – Not Possible

To Apply:

- [Please fill and application form here.](#)
- Please attach a Cover letter and Resume.
- Please visit for additional application information.
- Please note that only shortlisted applicants will be contacted.

Citizens' Commons is an equal opportunity employer.