

## We are making Great Things Happen.

Join Us to Make a Better World Possible

### Role: Program Assistants/ Interns

Reports To: Respective Program Associate/ Program Lead

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#### The Position:

The Program Assistants/Intern position is designed as a generic program support role, proving an opportunity for an individual who can take initiative, multi-tasking and can work independently to complete assigned tasks and projects. We are looking for fast learners who are excited about being part of a small but dynamic team of non-profit professionals, and who wants to gain experience in the field of social impact and commits to a lifelong career in development.

#### 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.

#### Responsibilities:

Interns are recruited on a rolling basis and assigned to one of our program teams to support in one or more of the following programs need areas:

- Program Administration and Clerical
- Communications and Engagement
- Monitoring, Evaluation and Learning
- Technology for Social Impact
- Community Organising and Outreach

Our Program Assistants/Interns are integral part of our work and are welcome as full part of our team, empowered to contribute and learn key skills and capabilities that prepares them for a flourishing career in international development.

#### Duties may Include *(not exclusive)*

- Provide outstanding customer service and responds to inquiries in a timely and professional manner.
- Provide general administrative and office support, including organizing meetings, maintaining the calendar of events, and taking minutes
- Schedule and coordinate events, workshops and meetings as directed by program staff.
- Design and revise documents, including reports and spreadsheets; Enter data using various database programs and query information for reports.
- Assisting in the development of content for our website and social media
- Conduct research and compile results as requested
- Assist program staff with various projects and other duties
- All other duties as assigned
- Conducts training, presentations and other knowledge sharing opportunities internally and externally as required.

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

## Qualifications and Requirements

- Bachelor's degree in any field. Exceptional undergraduate students may be considered.
- Interest in and commitment to a career in international development and social impact.
- Strong organizational skills, rigorous attention to detail, and problem-solving abilities needed to perform effectively in a demanding position.
- Proficiency in technology and productivity tools - (MS Word, Excel, internet navigation, etc.) Proficient with database software, website tools (WordPress, Mail Chimp etc.) and in Microsoft Office Suite (Word, Excel, PowerPoint, email) is a plus.
- Demonstrated Ability to work independently, take initiative and under minimum supervision is desired.
- Interest in non-profit organizations, philanthropy or previous experience in non-profit a plus.
- A commitment to principles of social justice and impact, within the context of the sustainable development goals.

Role Location: Abuja Nigeria

Remote Work Possible – Possible, for High Potential Candidates.

## 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.