

ImpactCentral is Citizens Commons flagship Initiative; operated as a social innovation Hub where social entrepreneurs, change makers and civil society leaders are supported to collaborate, innovate and explore bold ideas for social impact.

Associate (Hub Host and Operations Admin)

PA (HOA) role is primarily designed to be the lead administrative personnel in charge of the effective administration of the Hub, The role helps CCI maintain high standard of operations of the Impact Central Hub, ensuring effective physical space and efficient user experiences for our users, innovators and visitors. This role requires a graduate degree at minimum and a substantial level of independent thinking, attention to detail, personal organisation and planning, interest in social impact, entrepreneurship, 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 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.

Essentially, the PA (HPA) will:

- Oversees the general Hub management including, facility management, and related conditions to ensure clean, safe, friendly and conducive working environment at all times.
- Supports in recruiting, training and onboarding of community members.
- Ensures the maintenance of an updated directory of all service users, community members, ensuring a weekly, and monthly report to the Hub Manager on usage, needs and related opportunities and issues.
- Maintains a directory service technicians and external vendors for events planning and for internal and external needs.
- Ensure the effective implementation of policies and guideline for effective community standards and expectations for members, guests and users.
- Develop and coordinate scheduling for the Hub, calendars, room allocation and members usage.
- Ensure the efficiency and update of Hub inventory and ensures appropriate accounting of Hub resources at all times
- Assist with designing and delivery of Hub workshops, events and other community needs.
- Contribute to the development of internal and external relationships, program development and implementation and funding strategy.
- Supports the hub managers in managing the allied hub services support staffers.
- Ensures the Collection of usage and engagement data for Hub
- Conducts Orientation (alongside PA (Hub management) for new members.
- The role reports to Program Manager, Social Impact. The role will be supported by at least one intern/program assistant (or more) as need arises. This role description is not definitive and will updated as the need arises.

Role Location: Abuja Nigeria | Remote Work Possible – Not Possible for this role.

To Apply - Please fill and [application form here](#). | Please attach a Cover letter and Resume. Please note that only shortlisted applicants will be contacted.