WE ARE HIRING – COMMUNICATIONS AND CONTENT ASSOCIATE

Job Title: Communications and Content Associate
Location: Lagos, Nigeria
Reporting to: Advocacy and Communications Officer.
Secondary supervisor, Executive Director

SUMMARY: The Communications and Content Associate of The Initiative for Equal Rights (TIERs) functions as the media Associate of the organization. In this capacity, the staff will work closely with other programmes staff and supervisors in the development of media strategies that will communicate the work of TIERs at different levels of engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

- The Content and Communications Associate would oversee the organization’s communications programs.
- Plan, implement and evaluate TIERs media and communications outreach programs and services.
- Develop a media strategic plan to guide TIERs activities including messaging and identifying key media opportunities.
- Generate content and manage all TIERs media platforms, including its website and social media platforms.
- Oversee day-to-day media delivery to maintain and improve quality: including writing and editing press releases, blogs, letters to the editor, opinion pieces, produce video + audio materials, commissioning others and liaising with vendors to produce communication materials.
- Prepare media briefings and engagements, manage and run TIERs monthly newsletter.
• Identify, assess, and inform TIERs of internal and external media issues that may affect the organization performance.
• Conduct official correspondence on behalf of TIERs on issues relating to media engagement.
• Communicate with stakeholders to keep them informed of the work of TIERs
• Organize, promote, and document events organized by TIERs.
• Attend to all other official duties assigned

QUALIFICATIONS
The candidate is required to possess:
• A degree in any field.
• At least one (1) year of relevant work experience in digital marketing, communications, social media management, content creation, and any additional related field.
• Ability to create graphic designs using Canva, Photoshop, Adobe Illustrator, and/or CorelDraw.
• Ability to create and edit short videos for social media.
• Knowledge of WordPress website management, maintenance, monitoring traffic and performance.
• Newsletter design and automation.
• Excellent Oral and Written Communication Skills and a creative eye.
• Discretion and ability to handle confidential issues.
• Ability to work collaboratively and respectfully with others in a diverse team, across organizational boundaries and multiple locations, and with team members at all levels.
• Confidence and enthusiasm when communicating with both external partners and the internal project teams in formal and informal presentations
• A passion for social change with interest in the field of gender equality, human rights, SOGIESC, social justice, and civic engagement.
• Exceptional professionalism, follow-through and people skills.
• Personal qualities of humility, capacity for self-reflection, and/or a sense of humour is a plus.
• Availability to travel within and outside Nigeria.

COMPENSATION
The salary for this role is Two Hundred and Fifty Thousand Naira (N250,000) monthly. This is a full-time position for employment. We are seeking exceptional applicants and offer excellent employer-paid benefits and work perks.

METHOD OF APPLICATION
Interested and qualified candidates should send a cover letter, a CV, and links to previous relevant work to jobs@initiative4equality.org

Email subject should read CONTENT AND COMMUNICATIONS ASSOCIATE

APPLICATION CLOSING DATE
Application for this role closes at Midnight, Friday 1st of September 2023. Only shortlisted candidates will be contacted.

TIERs believes that diverse teams are strong teams. We are an equal opportunity employer committed to workforce diversity, composed of teams with a mix of genders, ages, education, and multiple tribes, faiths, and socio-economic backgrounds. We encourage candidates of all genders, ages, abilities, orientations, ethnicity, and origins to apply. However, applications from women, non-binary and other sexual minority persons, and persons with disabilities will be given priority.