

JOB DESCRIPTION – COMMUNICATIONS INTERN

JOB TITLE: COMMUNICATIONS INTERN

LOCATION: Lagos, Nigeria

REPORTING TO: Content & Communications Associate

SECONDARY SUPERVISOR: Senior Advocacy & Communications Officer

Gross Salary: NGN 200,000 (Monthly Stipend)

Employment Type: Internship

Contract Duration: 6 months (renewable subject to performance and funding)

Location: Lagos, Nigeria (Hybrid)

Application Deadline: 14th August, 2026

ABOUT TIERS:

The Initiative for Equal Rights (TIERS) is a nonprofit human rights organization committed to creating societies where human rights are guaranteed regardless of identity or status.

Guided by feminist principles and democratic values, our main aim is to protect, uphold, and promote the rights and humanity of sexual and gender minorities, women, PLHIV and intersecting marginalized groups.

Our work spans across Nigeria and some parts of Africa through narrative change and advocacy, health service provision, human rights violation response and documentation, research and knowledge sharing, economic justice, and provision of safe platforms for convergence.

ROLE OVERVIEW

The Communications Intern will support the Advocacy and Communications team in executing the programme's public communications, narrative strategy, and media engagement functions. They may also be assigned additional responsibilities within the department in line with organisational priorities.

The role strengthens the efficiency and responsiveness of the communications function by providing operational support that enables the team to maintain consistent output across channels.

REPORTING CHANNEL

The Communications Intern will work closely with the Communications Associate, with secondary supervision from the Senior Communication and Advocacy officer to drive TIERS' digital presence, content production, campaign execution, and media

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engagement. This is a hands-on, output-driven role that requires strong creative instincts, exceptional writing ability, and a genuine commitment to human rights. The intern will be expected to produce publication-ready content, manage active social media channels, coordinate with programme staff, and contribute meaningfully to the organisation's public narrative - functioning, in practice, as a junior member of the communications team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Content Development and Writing (35%)

- Draft, edit, and publish content across TIERS' digital platforms including social media, website, newsletters, and blog series
- Write press releases, media advisories, campaign copy, and advocacy briefs for internal review
- Develop social media calendars and content plans aligned with programme campaigns and organisational observances
- Produce accessible, audience-appropriate versions of research findings, reports, and policy documents
- Support the development and layout of communications materials including infographics, flyers, and campaign assets

Social Media and Digital Engagement (25%)

- Manage day-to-day activity across TIERS' social media channels (Instagram, Twitter/X, Facebook, LinkedIn) including scheduling, posting, and community engagement
- Monitor comments, mentions, and DMs and flag items requiring escalation
- Track platform analytics and compile monthly performance reports
- Support the planning and live coverage of events, activations, and campaigns

Media and Stakeholder Engagement (20%)

- Maintain and update TIERS' media contact database
- Draft correspondence to journalists, partners, and media organisations under the supervision of the Senior Communications Officer
- Support coordination of press briefings, media roundtables, and spokesperson engagements
- Monitor local and international media for coverage relevant to TIERS' mandate and compile regular media monitoring reports

Campaign and Programme Support (15%)



- Provide communications support to programme teams during active campaign periods including Pride Month, IDAHOBIT, and other landmark moments
- Attend programme team meetings to track activities requiring communications input
- Coordinate with external vendors (designers, videographers, photographers) as directed

Administrative and Documentation (5%)

- Maintain an organised archive of published content, campaign materials, and media coverage
- Support the production of departmental reports by consolidating communications data and outputs
- Assist with documentation of lessons learned and communications best practices

KEY PERFORMANCE INDICATORS

- Volume and quality of content produced weekly across assigned platforms
- Social media engagement rates and follower growth tracked monthly
- Timely delivery of content calendar items (95% on-schedule target)
- Media monitoring reports submitted consistently and on time
- Quality and turnaround time of written deliverables reviewed by line supervisor
- Stakeholder and partner satisfaction with communications materials (assessed quarterly)

These KPIs will be the yardstick for measuring your performance during your appraisal.

REQUIREMENTS

Education & Professional Background

- Bachelor's degree in Communications, Media Studies, Journalism, English, Social Sciences, or related field
- Final-year undergraduate students awaiting completion or recent graduates are welcome to apply
- Coursework or demonstrated interest in human rights, gender studies, or development communications is an advantage

Experience

- A minimum of 6 months of relevant experience in a communications, content, media, or related role - this may include freelance work, student media, volunteer roles, or organisational internships

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- Demonstrable experience managing social media accounts, either personally or professionally
- Experience producing written content for public audiences (blog posts, press releases, social copy, newsletters)
- Prior exposure to civil society, human rights, public health, or advocacy organisations is an advantage

Technical & Professional Skills

Required:

- Excellent written communication skills in English - clarity, precision, and tone adaptability are essential
- Proficiency in social media platforms and scheduling tools (e.g. Meta Business Suite, Buffer, or similar)
- Basic graphic design skills using Canva or Adobe tools
- Proficiency in Microsoft Office and/or Google Workspace
- Ability to produce clean, well-structured drafts with minimal editorial intervention

Preferred:

- Experience with email marketing platforms (Mailchimp, Substack, or similar)
- Familiarity with photography, videography, or basic video editing
- Experience with WordPress or other content management systems
- Basic understanding of SEO and digital analytics tools

Advocacy & Values Alignment

- Strong commitment to human rights, social justice, and inclusion
- Ability to handle sensitive and confidential information with discretion and professionalism
- Comfort working within a context that centres LGBTQIA+ rights and intersecting struggles

Personal Competencies

- Strong written and verbal communication and interpersonal skills
- High level of initiative and the ability to work with minimal supervision
- Excellent time management and ability to manage multiple deliverables simultaneously
- Creative, detail-oriented, and solution-driven approach to work
- Collaborative spirit with a willingness to support across functions as needed



Additional Information

The Initiative for Equal Rights (TIERs) is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome applications from qualified candidates regardless of age, gender identity or expression, sexual orientation, disability, ethnicity, religion, marital status, socioeconomic background, or other protected characteristics.

We strongly encourage applications from individuals with lived experiences and those from communities directly impacted by the issues we work to address. All employment decisions are based on qualifications, merit, and organisational needs.

