



## **WE ARE HIRING!**

**Position:** Communications and Storytelling Assistant

**Job Type:** Full Time with an initial 3 months' probation

**Qualification:** Degree or diploma in Communications, Media, Journalism, Graphic Design, Marketing or a related field

**Location:** Owerri, Imo State, Nigeria (with occasional travel)

**Job Field:** NGO/Non-Profit

### **Purpose of Position:**

The Communications and Storytelling Assistant supports the development and delivery of AfA's communications, content and visibility work. The role helps tell powerful, ethical stories about AfA's programmes and feminist advocacy, creates and repurposes content for digital and offline channels, and supports media and publicity activity. The post holder works closely with programme teams and is managed by the Grants and Programmes Coordinator.

### **Specific Job Responsibilities:**

#### **1. Content Creation and Storytelling**

- Draft social media posts, blogs, website copy, newsletters and basic press releases that communicate AfA's activities, impact and feminist positioning in clear, accessible language.
- Support documentation of success stories, human-interest stories and lessons learned from projects, ensuring ethical, decolonised storytelling and informed consent.
- Interview staff, partners and participants (where appropriate) to gather quotes, stories and insights for use across AfA channels.
- Edit and proofread reports, presentations and donor communications for clarity, consistency and adherence to AfA's style.
- Coordinate with the Support and Services Assistant to ensure communications needs (banners, backdrops, media table, photography, connectivity) are planned for in advance.
- Help ensure that photos, videos and stories from events are promptly organised, captioned and stored for later use.
- Liaise with the Support and Services Assistant to provide administrative and logistical support for content-gathering trips and events.

#### **2. Digital Media and Social Platforms**

- Support day-to-day management of AfA's website and social media platforms (e.g. Facebook, Instagram, X/Twitter, LinkedIn, Bluesky, YouTube, TikTok).
- Prepare and schedule posts, monitor basic analytics and engagement, and suggest improvements to grow AfA's digital reach and interaction.
- Help maintain an organised media assets library (photos, graphics, icons, videos, consent forms, captions) to ensure content is easy to find and reuse.

#### **3. Basic Design, Multimedia and Brand Support**

- Design simple visual materials (social media graphics, flyers, basic infographics, event banners) using tools such as Canva or Adobe Creative Suite, following AfA brand guidelines.
- Support creation and basic editing of short videos, photo stories and simple animations for social and web use.

- Ensure that all communications materials reflect AfA's visual identity and feminist values.

#### **4. Media, Publicity, Campaigns and Advocacy Support**

- Support implementation of communications and visibility plans for projects and campaigns under the guidance of the Grants and Programmes Coordinator.
- Assist with preparing and disseminating basic media materials (media advisories, short press releases, quotes), and help monitor media mentions of AfA.
- Maintain and update simple media contact lists (journalists, outlets, bloggers, influencers) and support outreach around key events and campaigns.
- Provide live coverage (social media updates, short videos, photos) during key events, campaigns and public engagements.
- Provide support for advocacy initiatives and follow-up with targets as directed.

#### **5. Internal Communication and Collaboration**

- Share regular communications updates (planned posts, upcoming campaigns, content needs) with the Grants and Programmes Coordinator and wider team.
- Work with programme staff to identify opportunities for storytelling and visibility within ongoing projects.
- Participate in team meetings, learning sessions and debriefs to refine messages and content based on feedback and learning.

#### **6. Other Duties**

- Contribute to and implement donor and fundraising strategy.
- Support procurement processes for communications-related vendors (designers, printers, photographers, videographers) as requested.
- Perform any other duties assigned by the Grants and Programmes Coordinator or Director of Programmes.

#### **Required Qualifications:**

##### **Qualifications and Experience**

- Degree or diploma in Communications, Media, Journalism, Graphic Design, Marketing or a related field (or equivalent experience).
- Around 1–3 years' experience in communications, content creation, digital media and/or basic design, ideally within NGOs or women's rights/feminist spaces.
- Demonstrable experience managing or supporting social media accounts and producing content for different audiences.
- Experience writing or editing short stories, blogs, posts or reports about social issues, advocacy or community work.

##### **Skills and Competencies**

- Strong writing and editing skills, with the ability to translate complex or technical information into compelling, accessible stories.
- Good visual storytelling sense and basic design ability, with familiarity with tools such as Canva and/or Adobe Creative Suite.
- Basic photography and video skills (shooting and simple editing) and willingness to develop these further.
- Proficient in using social media, navigating key platforms with ease, posting appropriately and engaging respectfully with others.
- Ability to adjust tone and content to suit different audiences and contexts.
- Strong organisational and time-management skills, able to juggle multiple tasks and meet deadlines.
- Ability to work collaboratively as part of a small, busy team and to take direction constructively.

- Willingness to travel, sometimes at short notice.
- Commitment to AfA's feminist values, women's rights, social justice and inclusive communications.

**How to apply:** Interested candidates are requested to apply by submitting in **PDF** format:

- A maximum 2-page cover letter indicating their interest, motivation for applying with verifiable address
- Attach a maximum 3-page CV
- Attach relevant documents supporting your academic and/or professional experience in PDF format.
- 2 work-related referees.

**Application Closing Date:**

Kindly send your application with the heading – *Application for Communications and Storytelling Assistant* to [careers@alliancesforafrica.org](mailto:careers@alliancesforafrica.org) not later than March 24<sup>th</sup>, 2026.