

JOB DESCRIPTION

Date: January 13, 2026

Position Title: Communications Officer

Supervisor: Reports to the External Relations Lead

Location: Lagos, Nigeria (Onsite & Remote)



MAIN FUNCTIONS:

The Communications Officer plays a crucial role in supporting W.TEC's internal and external digital communications strategy. This includes managing social media channels, creating and curating digital content, maintaining brand consistency and ensuring the brand's online presence aligns with our mission of empowering women in technology. The Communications Officer will also collaborate closely with the External Relations Lead to respond to inquiries from the public and media.

ROLES AND RESPONSIBILITIES:

1. Digital Brand Communications:

- Develop and execute digital communication strategies to enhance W.TEC's brand visibility and reputation.
- Ensure all digital content aligns with W.TEC's brand identity and core values.

2. Social Media Management and Advertising:

- Manage and grow W.TEC's social media presence across platforms (e.g., Facebook, Twitter, LinkedIn, Instagram).
- Create, schedule, and monitor social media posts, focusing on engaging content that resonates with stakeholders.
- Plan and execute social media advertising campaigns to attract and engage target audiences.

3. Publicize W.TEC Programmes:

- Collaborate with the Programme Team to create and implement publicity strategies for W.TEC's events, workshops, and initiatives.
- Promote W.TEC's programmes through various digital channels, ensuring high visibility and participation.

4. Design and Manage Brand Materials and Assets:

- Design and oversee the production of brand materials, including brochures, flyers, presentations, and digital graphics.
- Maintain and organize a digital archive of brand assets, ensuring easy access and consistent use across the organization.

5. Visual Content Management:

- Liaise with Photographers, Videographers, Graphics Designers, Printers, etc. to capture high-quality visuals that effectively showcase W.TEC's work.
- Manage the editing and distribution of visual content for digital and print use.



6. Manage & Track Digital Platforms:

- Co-manage the organization's primary email account, ensuring timely and professional responses to inquiries.
- Track and analyze digital platform performance metrics, creating detailed reports on the effectiveness of communications campaigns.

7. Other Responsibilities:

- Support community engagement and outreach efforts, especially those targeting women and girls in technology.
- Assist with additional tasks as needed, contributing to the overall success of the organization.

WORKING CONDITIONS:

- The workweek is Monday to Friday, 8:30 am – 4:30 pm, with a mix of onsite and remote work.
- The role involves supporting community engagement and outreach, especially focusing on women and girls.
- Tasks may shift in priority, requiring adaptability.
- Occasional overtime, including overnight travel, may be required.
- Applicants must be legally permitted to work in Nigeria.

SUPERVISION AND REPORTING:

- Task lists, meetings, and end-of-week reports are required, as agreed with the supervisor.

QUALIFICATIONS REQUIRED:

- Have at least a diploma or bachelor's degree with preference for Mass Communication or related degree; OR possess a minimum of 2 years working experience in a communications or media role.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong proficiency in social media management, including network building, promotion, and branding.
- Skilled in photography, video recording and editing.
- Be proficient in creating graphics, using key tools like Canva, Photoshop or Corel draw.
- Proficient in Microsoft Office Suite.
- Strong interest in the economic and social development of women and girls.
- Excellent communication, organizational, and leadership skills.
- High level of creativity, initiative, ability to multi-task, and commitment to team work



ABOUT W.TEC:

The Women's Technology Empowerment Centre (W.TEC) is a Nigerian nonprofit organization committed to building a more inclusive technology ecosystem by empowering the next generation of women technology creators, entrepreneurs, and leaders. Our programs encourage girls to pursue technology careers and support women in using technology confidently to enhance their economic power and advocate for issues that affect their lives. Through technology training, mentoring, work placement, and research, W.TEC partners with local and international NGOs, educational institutions, and research organizations.

W.TEC: www.wteconline.org