



**Job Title: Communications Assistant**

Location: Lagos, Nigeria

Organisation: UrbanBetter

Reports to: UrbanBetter Communications and Engagement Officer

Type: Full-time (initial one-year contract, renewable)

Start date: January 2026

Salary: A competitive remuneration package commensurate with qualifications and experience.

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**About UrbanBetter**

UrbanBetter is an Africa-led global Institute built from the ground up around youth-powered citizen science and civic action. It exists to transform urban places and spaces by tackling health and climate risks shaped by the air we breathe, how we move, and what we eat. We cultivate hope as infrastructure — investing in skills for agency, nurturing futures-oriented mindsets, and building evidence and coalitions with pathways for healthy, sustainable urban transformation.

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**Position Overview**

The Communications Assistant will provide operational, creative, and administrative support for the communications, media, and public engagement activities of all UrbanBetter initiatives, including the UrbanBetter Academy Diaspora Centre, with a particular focus on the *Active Lives in Hot Spots* project. The postholder will assist in implementing the Centre's communications strategy, producing multimedia content, and ensuring consistent visibility of project activities and outcomes across digital, social, and traditional media platforms.

The ideal candidate will have experience working with diverse stakeholders, from grassroots communities to government agencies and be passionate about creating equitable urban environments.

**Role Purpose**

To deliver high-quality communications and media outputs that raise awareness of research and citizen-led action on heat-health, clean air, active mobility, and sustainable urban development.



The role supports the co-design, production, and dissemination of engaging stories, visuals, and data-driven content that expand the visibility and reach of all UrbanBetter initiatives in Africa and globally, with a particular focus on the *Active Lives in Hot Spots* project in Lagos.

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### **Main Duties and Responsibilities**

- Support implementation of the communications and media strategy for the Active Lives in Hot Spots project and related programmes.
- Assist in producing high-quality written, visual, and audiovisual content—such as blogs, infographics, press materials, and short-form videos—for digital and traditional media channels.
- Coordinate logistics for media training workshops, including communication with participants, preparation of materials, and on-site documentation.
- Maintain and update the UrbanBetter Academy website and social media accounts, ensuring timely publication of content and event coverage.
- Track social media performance and analytics, compiling reports to inform engagement strategies.
- Manage content archives, mailing lists, and digital asset databases for internal and partner use.
- Provide communications and documentation support during stakeholder workshops, citizens' assemblies, and dissemination events.
- Liaise with external designers, photographers, and media partners to ensure consistent brand identity and quality of outputs.
- Ensure all communications align with ethical, inclusive, and equity-oriented storytelling principles.

### **Person Specification**

#### **Experience**

- Experience supporting communications, public engagement, or media initiatives in research, NGO, or policy contexts (Essential).
- Experience managing social media channels and producing multimedia content (Essential).
- Experience with graphic design, visual and video editing tools (e.g., Canva, Adobe Creative Suite, CapCut) (Essential).
- Experience contributing to campaigns or projects focused on health, climate, or sustainability (Desirable).



### **Core Skills and Competencies**

- Strong writing, editing, and storytelling skills (Essential).
- Ability to translate complex research into accessible and engaging content (Essential).
- Working knowledge of design and editing software such as Canva, CapCut, or Adobe Creative Suite for producing simple visuals and short videos.
- Competence in social media scheduling and analytics (Essential) and familiarity with Meta Business Suite and Google Analytics
- Ability to interpret social media and web analytics to support performance reports.
- Basic understanding of SEO and how to make online content more discoverable
- Excellent organisational skills, attention to detail, and ability to meet deadlines (Essential).
- Collaborative and proactive approach to teamwork across disciplines and cultures (Essential).
- Degree or equivalent professional experience in communications, journalism, media studies, or related field (Essential).
- Based in Lagos and willing to work flexibly to support events or outputs across time zones.
- Commitment to inclusive, ethical, and participatory communication practices.

### **Reporting Line/ Supervision**

- The postholder will report to the UrbanBetter Communications and Engagement Officer, maintaining regular communication with the Hub Lagos Cityzens Hub Coordinator and project leads.
- This dual-reporting arrangement ensures operational accountability and technical consistency across partner organisations.

### **Education**

- Bachelor's degree (or equivalent experience) in Communications, Media Studies, Journalism, Urban Studies, or Environmental Sciences (Essential).

### **Other Requirements**

- Must be based in Lagos, with flexibility for local travel and community events.
- Commitment to inclusive, ethical, and participatory communication practices.
- Passion for youth empowerment, clean air, and climate-resilient cities.



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### **How to Apply**

**Application Deadline: 21 November 2025, 12:00 WAT**

Interested candidates should send the following documents to [jobs@urbanbetter.science](mailto:jobs@urbanbetter.science) with **Subject Title: “Communications Assistant – UrbanBetter”**.

- Comprehensive CV.
- Motivation letter outlining:
  - Your relevant experience with the required competencies.
  - Your interest in the role and motivation for applying.
  - How you found out about the position
- Contact details of two referees with permission to be contacted, specifying your relationship to each referee.

Please note that incomplete applications or those received after the deadline will not be considered.

### **Enquiries:**

For any inquiries regarding the role or application process, please contact [jobs@urbanbetter.science](mailto:jobs@urbanbetter.science).