

## **Project Manager - Under the Rainbow - Fixed Term (1 year) - Remote**

### **About The Equality Hub**

The Equality Hub(EH) is a non-profit organization working to amplify the voices of LBQ women in Nigeria through visual storytelling. In furtherance of our mission and vision of building a more socially inclusive Nigeria, EH produced its first documentary film, Under the Rainbow. This project is now in the engagement phase. To this end, EH is seeking a passionate Project Manager to manage and implement the engagement plan for Under the Rainbow.

### **About the position**

The successful candidate will work directly with, and report to, the Executive Director as well as external partners to ensure deliverables fall within the applicable scope and budget. They will coordinate with other stakeholders to ensure all aspects of each project are compatible. This role requires quite a bit of travel within and outside Nigeria. This is a remote position but regular meetings are required.

### **Qualifications**

A bachelor's degree in any of the social sciences is preferred

2-4 years of experience working with intl. non-profits

Must be computer literate and have at least 5 years experience with Microsoft Office Suite or Mac office software

Must have experience working with any accounting software(Intuit, Xero, Sage, etc.)

Must have a functional laptop with reliable internet

Must have experience using social media(Twitter, Facebook & Instagram)

Must be available to travel on a fairly regular basis within and outside Nigeria on short notice; hence, the ideal candidate must have a valid international passport

Proven work experience in project management

Excellent written and verbal communication skills

Must be willing and able to work independently

## **Responsibilities**

Ensure that all projects are delivered on-time, within scope and within budget

Develop a detailed project plan

Manage the relationship with partners

Establish and maintain relationships with third parties/vendors

Perform risk management to minimize project risks

Create and maintain comprehensive project documentation

Meet with partners to take detailed ordering briefs and clarify specific requirements of each project

Track project performance, specifically to analyze the successful completion of project

Be available and willing to travel locally and internationally

Perform other related duties as assigned

## **Compensation Offer:**

Candidate must agree to a non-negotiable monthly compensation of **N200,000** and other benefits

**Start Date:** April 6, 2020

**To apply:** Send a CV/Resume and Cover Letter stating how your experience matches the requirements above to: [contact@theequalityhub.com](mailto:contact@theequalityhub.com) by **March 15, 2020**.

Candidate must be eligible to work in Nigeria, and must be located in Lagos. Lesbian, bisexual, queer, Nigerian women are strongly encouraged to apply. Only shortlisted candidates will be contacted. **We do not accept/respond to calls or emails. Please do not send certificates**

Employment is at will. EH is an Equal Opportunity employer. We do not discriminate on the basis of sex, sexual orientation, identity, race, religion, or ethnic group.