

## **Program Operations Manager United People Global**

### **Job Open Location: Nigeria**

United People Global is hiring for a Community Manager to work on our global initiatives as part of contributing to our mission to build a world with people empowered.

This position involves working exclusively with Konseye: The Mentorship Network, an initiative of the UPG Community ([www.konseye.org](http://www.konseye.org)). The successful candidate will report directly to the Founder and Executive Director of Konseye: The Mentorship Network.

#### **About Konseye**

Konseye: The Mentorship Network is dedicated to empowering professionals by fostering meaningful connections, mentorship, and leadership development on a global scale. We believe in the transformative power of the community and are committed to creating an inclusive, engaging, and dynamic space where members can thrive.

We welcome candidates who meet the qualification requirements and are:

- Able to work in ambiguous settings, especially in start-up mode.
- Proactive go-getters, builders, and self-motivators.
- Collaborative and team-focused.
- Performance and result oriented.
- Driven by curiosity and creativity.
- A strong commitment to supporting others and easing the workload of the team and Founder.
- Able to take initiative, anticipate needs, and proactively contribute beyond assigned tasks without waiting for direction.

This role comes with the following benefits:

- The role is a paid contractor role affording flexible working hours.
- Professional growth: add experiences and exposure to your CV that strengthens your professional profile in your chosen domain.
- Network: strengthen your professional and personal networks - be part of an international network and a community that spans across world regions.
- Purpose: there is the possibility to lead or participate in activities that are meaningful to you.
- Remote working.
- Part time or Full time.
- A diverse range of professional and functional experiences.
- Additional benefits are shared with the successful candidate.

#### **Job Description**

The Community Manager will be at the forefront of Konseye's efforts to grow and engage its community. You will oversee digital marketing, social media content creation, and community

engagement initiatives, collaborating closely with the Founder and Executive Director. Your goal is to build lasting relationships with community members and mentors, drive online engagement, and facilitate events that enhance member retention and satisfaction.

## **Key Responsibilities**

### **1. Community Engagement & Relationship Building**

- Foster a positive, inclusive, and dynamic community culture across all digital platforms, including the community forum and on social media.
- Actively engage with members by initiating discussions, sharing success stories, and soliciting feedback to continuously improve community experience.
- Develop and nurture relationships with mentors, ensuring their active participation and long-term engagement in the network.
- Create strategies for mentor retention and engagement, tailoring communication to support their growth and involvement.

### **2. Digital Marketing & Content Strategy**

- Design and execute digital marketing strategies to enhance Konseye's online presence and attract new members.
- Develop, curate, and publish compelling content across various platforms (e.g., Twitter, Facebook, Instagram, LinkedIn) using tools like Canva, Adobe Express, and other design software.
- Prepare community newsletters, blogs, and other relevant community content within Konseye's scope of career, professional and personal development.
- Creation and maintenance of a social media content calendar and strategy in collaboration with the team and under the direction of the Founder.

### **3. Event Planning & Execution**

- Plan, coordinate, and execute community-focused events, including group mentorship sessions, live virtual gatherings, and professional webinars.
- Manage event logistics from conceptualization to post-event follow-up, ensuring seamless execution and high participant satisfaction.
- Utilize digital platforms to host and promote events, ensuring maximum reach and engagement.

### **4. Partnership & Stakeholder Engagement**

- Cultivate and maintain strong partnerships with stakeholders, including organizations, experts, and thought leaders connected to the Konseye mission.
- Work collaboratively to integrate partner initiatives into community activities, broadening the network's impact.
- Serve as a liaison between mentors, community members, and external partners to ensure alignment with Konseye's goals.

### **5. Reporting, Insights & Continuous Improvement**

- Monitor and evaluate community engagement metrics, digital campaign performance, and event success.
- Collect and analyze member and mentor feedback.
- Prepare regular reports with actionable insights to guide future strategies and improvements.

- Adapt quickly to community feedback and emerging trends, proposing innovative ideas to drive growth and retention.

## 6. Additional Support & Special Projects

- Provide additional support and execute special projects as assigned by the Founder and Executive Director to meet evolving organizational needs.

### Qualifications and Requirements:

- **Education:**
  - Bachelor's degree in Marketing, Communications, Psychology, or a related field (Master's degree or post-graduate qualification is a plus).
- **Experience:**
  - Proven experience as a Community Manager or similar role in a digital or online community setting.
  - Demonstrated success in community growth, digital marketing, and social media content creation.
  - Demonstrated community building and outreach skills.
  - Experience in event planning and execution, especially in virtual settings such as webinars or live community sessions.
- **Technical & Digital Skills:**
  - Proficiency in digital marketing tools and social media platforms (Twitter, Facebook, Instagram, LinkedIn).
  - Hands-on experience with design tools such as Canva and Adobe Express.
  - Basic to intermediate understanding of SEO, web metrics, and website management is an asset.
  - Experience creating, editing, and posting content of marketing campaigns on various social media platforms such as Instagram, Tiktok, X, Facebook and LinkedIn
- **Core Competencies:**
  - Exceptional written and verbal communication skills with the ability to connect with diverse audiences.
  - A proactive, self-motivated mindset; able to take initiative without waiting for direction.
  - Strong relationship-building skills and a genuine passion for mentoring and community empowerment.
  - Ability to work independently as well as collaboratively in a fast-paced, start-up environment.
  - Multilingual abilities are an advantage.
- **Additional:**
  - Proficiency in Microsoft Office Suite and familiarity with project management tools (e.g., Asana, Slack).
  - A deep commitment to innovation, community success, and continuous

- personal and professional growth.
- Experience using social media monitoring tools is an asset.

**Location:** The role is remote.

**Duration:** Initial 6-month contractor/collaborator contract, with potential for extension based on performance and budget.

**Remuneration:** This role is paid competitively.

**Application deadline:** Application is on a rolling basis until the position is filled. Apply as soon as possible.

**How to Apply:** Please submit resume your resume and cover letter indicating your motivation for applying to this specific role on the portal. If you have any questions, contact [ourpeople@unitedpeople.global](mailto:ourpeople@unitedpeople.global).