



**Clean Technology Hub**  
energy innovation centre



## **Junior Associate - Community Management**

**Job Type:** Full-time

### **About Clean Tech Hub:**

Clean Tech Hub is an energy innovation center at the forefront of pioneering clean energy solutions in Africa. As a hybrid hub, we focus on research, development, demonstration, and incubation of clean energy ideas, technologies, and resources. Our mission is to support clean energy organizations and promote environmentally friendly initiatives across the continent. Founded and registered in 2015, the hub works to advance the goals of reducing energy poverty whilst mitigating climate change and propagating sustainable agricultural practices. The hub focuses on training and capacity building, and is a clearing house for up-to-date data, research and documentation. The hub further functions as an incubator for new ideas; supporting new entrants and enterprises in the clean energy and climate change and sustainable smart agricultural space, whilst engaging in investment promotion that drives climate finance and investment into Sub Saharan Africa.

### **Position Overview:**

As a Junior Associate in Community Management at Clean Tech Hub, you will play a crucial role in managing our online presence, particularly within our WhatsApp platforms and driving engagements within our external communities. Collaborating closely with our team, you will curate engaging content, foster vibrant, interactive and meaningful interactions, thus strengthening our online presence and driving community growth in order to contribute to the growth and success of clean energy and climate action initiatives in Africa. Find below the key requirements for the position:

- Ability to develop creative, engaging and original content
- Exceptional written and oral communication skills
- Good customer service and interpersonal skills
- Friendly and outgoing personality
- Knowledge of search engine optimization (SEO) and web metrics
- Proficient in word processing applications, spreadsheets, presentation software and social media management tools
- Good judgment and problem-solving skills
- Develop a content marketing plan and editorial calendar.
- Create engaging and shareable content for a blog, Facebook page, monthly newsletters and/or promotional videos.
- Provide community feedback to the management and stakeholders.

- Plan and execute community initiatives and programs.
- Monitor social media campaigns and analyze web traffic from the online community using key performance indicators (KPIs).
- Find new marketing and outreach opportunities to push brand image and products.
- Work with journalists and PR agencies to ensure accurate brand representation.
- Participate in social events, corporate events and workshops.

## Key Responsibilities:

- **WhatsApp/Telegram Platform Management:**
  - Oversee and manage Clean Tech Hub's WhatsApp platforms.
  - Ensure timely and relevant updates to keep community members informed.
  - Facilitate discussions, answer queries, and foster a positive and engaging atmosphere.
- **Community Engagement:**
  - Develop strategies to enhance community engagement and participation.
  - Encourage meaningful conversations and collaboration among community members.
  - Monitor trends and feedback to provide insights for continuous improvement.
- **Content Creation and Curation:**
  - Generate and curate content that aligns with the interests and goals of the community.
  - Share relevant articles, resources, and updates to keep members informed.
  - Collaborate with the content team to ensure consistency in messaging.
- **Event Coordination:**
  - Assist in the planning and execution of virtual events, webinars, and discussions.
  - Promote events within the community to maximize attendance and participation.
- **Relationship Building:**
  - Establish and maintain positive relationships with community members and stakeholders.
  - Collaborate with external partners to expand the reach and impact of the community.
- **Data Analysis:**
  - Track and analyze our online community metrics to measure engagement and identify areas for improvement.
  - Provide regular reports on community performance and suggest strategies for growth.

## Qualifications:

- Bachelor's degree in Communications, PR, Marketing, Business or a related field.
- 3+ years of experience in communications or PR, preferably in digital community management.
- Proven experience in online community management or a related role.
- Strong understanding of social media platforms and trends.
- Excellent communication skills, both written and verbal.
- Proficiency in word processing, spreadsheets, presentation software, and social media tools.
- Strong interpersonal skills with a friendly and outgoing personality.
- Knowledge of SEO principles and web analytics tools is advantageous.
- Ability to work collaboratively in a dynamic and fast-paced environment.
- Passion for clean energy and sustainable development.

## How to Apply:

Interested candidates should fill the form [here](#).

Clean Tech Hub is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

Note: Only shortlisted candidates will be contacted for further evaluation.

