

Data and Website Content Management Intern

Location: Nigeria (Abuja preferred, remote possible)

Starting date: Late 2024/early 2025

Reports to: Associate Chief of Staff and Administration

Length: At least 30 days (~250 hours) over 12 to 14 weeks, potential for extension

Accountable Now is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders and focused on delivering impact. We are a membership network with members such as Amnesty International, CIVICUS, and Transparency International. Together we develop and implement a proactive and dynamic approach to accountability that strengthens the relationship between CSOs and the sector with the communities, partners, activists, staff that they aim to serve.

We are seeking a motivated and detail-oriented Data and Website Content Intern to join our team. This role will focus on collecting and organizing member, practice, and fundraising data in our project management system (Notion), as well as updating and maintaining website content using Elementor and WordPress. The ideal candidate will have a keen eye for detail, a knack for research, and a passion for creating engaging and up-to-date online content.

Learnings and Tasks:

As an intern, you will work closely with our team to source data, ensure that our Notion workspace is well-organized and updated, and contribute to maintaining our website's content in a way that enhances user experience.

Key Responsibilities:

- Conduct online research to gather relevant data for various projects or programs.
- Organize and manage data in Notion and on our website, ensuring accuracy and completeness.
- Maintain and update the Notion workspace with organized data and project information.
- Collaborate with team members to ensure data is readily accessible and properly categorized.
- Use Elementor and WordPress to organize, update, and publish website content.
- Assist in editing, formatting, and uploading new content to the website.
- Ensure that the website remains engaging, informative, and up-to-date.
- Work closely with different departments to understand their data needs and content requirements.



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- Provide regular updates on the status of data collection and content management activities to Associate Chief of Staff and Administration

Requirements:

- Currently enrolled in or recently graduated from a program in Data Analysis, Information Systems, Marketing, Communications, computer science or a related field.
- Proficiency in data management and organization; experience with Notion a strong plus
- Proficiency in CMS website design and content updates; experience with ElementorPro and WordPress a strong plus
- Excellent research and digital skills;
- Strong writing, social media, and communication skills is a strong asset
- Interest in the civil society sector and human rights; familiarity with key concepts in the sector is a strong asset
- Self-motivated, resourceful, and proactive; ability to self-manage deadlines and assignments and innovative thinking
- Diligent, reliable and focused way of working with a strong attention to detail
- Works well in a team and independently
- Sensitivity to cultural differences, and ability to work with individuals from around the world communicate effectively across cultural boundaries is an asset.

Preferred Qualifications:

- Previous experience in content management or data analysis (internship experience is acceptable).
- Familiarity with Notion, Wordpress, Elementor and CMS
- Basic knowledge of HTML/CSS and PHP would be an advantage.

Offer:

You will become a part of the small team at Accountable Now and gain hands-on, in-depth insights into the inner workings of an international nonprofit organisation and into the field of accountability for Civil Society Organisations. The offer includes:

- A work placement with hands on experience and support and a thorough insight into the workings of an international non-profit organisation
- Insights into the civil society sector and the inner workings of an international non-profit organisation
- Opportunity to work out of our partner's office in Abuja (Accountability Lab)
- The opportunity to be part of a young, international, dynamic and ambitious organisation with enthusiastic and supportive colleagues
- Flexible working hours



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- Skill building in communications, operations, knowledge management, data and impact tracking, research, and more
- 19,700 Naira per day

How to apply:

Interested candidates are invited to send their resume, along with a brief cover letter explaining your interest in the role and relevant experience, to recruitment@accountablenow.org with the subject line: "Data and Website Content Management Intern Application."