
JOB DESCRIPTION – COMMUNICATION & CULTURAL ACTIVITIES OFFICER

Alliance Française Port Harcourt

Position Summary

The Communication & Cultural Activities Officer is responsible for two functions:

- overseeing the communication and promotion of all activities of the institution, including French courses, examinations, and cultural activities, through social media, digital content, newsletters, and communication campaigns;
- and developing, coordinating, and promoting cultural and linguistic activities through event organization, artistic collaborations, cultural mediation initiatives, partnerships, and innovative projects aligned with the mission of the Alliance Française network.

Location: Port Harcourt, Rivers State, Nigeria

Key Responsibilities

Communication

- Develop and implement communication plans for courses, examinations, and cultural events
- Design visuals and promotional materials using Canva, Cap Cut and other digital tools
- Manage and schedule publications on social media platforms (Facebook, Instagram, Tik, Tok etc.)
- Ensure compliance with the Alliance Française visual identity and communication guidelines
- Create structured communication campaigns (Francophonie, quiz series, reels, event promotion, etc.)
- Update and manage website content using WordPress
- Edit and publish the monthly newsletter
- Produce communication materials in a timely and organized manner
- Contribute to the development of innovative communication and cultural projects

Cultural Activities

- Plan and coordinate cultural and linguistic activities (concerts, screenings, exhibitions, debates, workshops, festivals, etc.)
- Develop cultural mediation initiatives aimed at promoting French language and francophone cultures
- Identify, source, and liaise with artists, facilitators, cultural partners, institutions, and service providers
- Participate in artistic curation and event programming
- Prepare contracts and ensure operational follow-up with artists and partners
- Coordinate logistics for events (venue setup, technical needs, schedules, equipment, etc.)
- Act as MC or event facilitator when required
- Produce post-event reports including attendance, photos, communication links, and documentation
- Archive communication materials and event documentation properly

Required Profile

Qualifications & Experience

- Experience in communication, cultural project management, event coordination, or related fields
- Experience in managing cultural or linguistic projects is highly appreciated
- Strong interest in arts, culture, education, and francophone activities
- Knowledge of the Alliance Française network is an advantage

Technical Skills

- Good command of Canva, WordPress, social media platforms, Microsoft Excel, and email communication tools
- Good digital literacy and ease working with computer-based tools and online platforms
- Good written communication skills in English
- Basic knowledge of French

Personal Qualities

- Creative, organized, and proactive
- Strong ability to manage multiple projects simultaneously
- Ability to work independently and anticipate needs
- Good interpersonal and communication skills
- Ability to work occasionally under pressure during events

The position is open to junior profiles demonstrating:

- a strong organizational mindset,
- motivation and commitment,
- creativity,
- good aesthetic sensitivity,
- curiosity,
- and a genuine willingness to grow professionally.

KPIs

- Quality and consistency of communication materials
- Social media engagement and visibility growth
- Number and quality of cultural and linguistic activities delivered
- Respect of deadlines and planning
- Quality and completeness of event reporting and documentation

Working Conditions

- Working hours: Monday to Friday, from 8:30 a.m. to 5:30 p.m., with a one-hour break around midday
- Occasional weekend work may be required for cultural activities and events
- Recovery hours may be taken on Friday or Monday, according to agreement with management
- Attractive work and Salary conditions.
- After one year within the institution, employees may benefit from additional advantages and performance-based bonuses depending on the activities, results, and overall performance of the organization, as well as the achievement of individual KPIs.

Application Process

Applications must be submitted no later than May 31th, 2026.

Position to be filled as soon as possible.

Application through online application form : <https://af-nigeria.org/join-our-team/>