


13 Danube street,
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Elite Life Consulting is a mental health organisation that prioritises individual and group mental health. We believe that wholeness and wellness can be everyone's reality. We aim to improve the mental health and well-being of individuals, institutions and the community by providing mental health and psychosocial services by following global health practices.

Community Engagement Officer

Position Type

Community Engagement Officer

Location:

Abuja, Nigeria (Hybrid)

Duration:

3 Months

Contract Type:

Part-Time/Fixed

Position Goal:

The goal of the Community Engagement Officer is to engage and empower our Elite Trybe Community, promote mental health awareness, and advance the organization's mission by developing and implementing strategies, coordinating events, collaborating with professionals and partners, creating partnerships, and managing documentation. Ultimately, the Officer will create a supportive and engaged community that promotes mental health awareness, advocacy, and support.

Essential Duties and Responsibilities:

1. Develop and implement community engagement strategies that promote mental health advocacy, training, research, and documentation.(Creating a calendar of activities for the community in this area)
2. Coordinate and facilitate Trybe community events, workshops, and training sessions focused on mental health awareness, advocacy, and support.

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3. Collaborate with mental health professionals, researchers, and community partners to develop and implement research projects and initiatives focused on mental health advocacy and awareness.
4. Work hand in hand with our General Manager to develop and maintain partnerships with community organizations, businesses, and other stakeholders to promote mental health advocacy and awareness.
5. Collaborate with other team members to identify and develop new initiatives and programs to advance the organization's mission.
6. Create and manage documentation related to community engagement initiatives and programs, ensuring that all data is collected and reported accurately.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelor's degree in a related field (Psychology, Counseling, Mental health, social work, etc.)
2. At least 3 years of experience in community engagement or advocacy work.
3. Must be Tech Savvy (Have access to a smart phone and Laptop), know how to use Google Applications (Meet, Sheets, Docs,etc), conversant with Slack and other digital tools for productivity
4. Strong written, verbal communication skills and time management skills
5. Ability to manage multiple projects and priorities in a fast-paced environment.
6. Strong interpersonal skills and the ability to work effectively with diverse groups of people.
7. Strong passion for mental health advocacy and a commitment to advancing the organization's mission.
8. Ability to work independently and as part of a team.
9. Knowledge of mental health issues, advocacy, and support resources.


Supervisor: General Manager

The ideal candidate will have a strong track record of successful community engagement and advocacy work, as well as a passion for mental health advocacy and awareness. They should be highly motivated, organized, and able to work collaboratively with diverse groups of people. If you are passionate about

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mental health advocacy and want to make a difference in the lives of others, we encourage you to apply for this exciting opportunity.

Interested candidates should send their **CV and Cover letter** stating why they should be selected to : elitelifemanagementconsulting@gmail.com

Assistant Graphics Designer

Position Type

Assistant Graphics Designer

Location:

Abuja,Nigeria(Hybrid)

Contract Type:

Part-Time/Freelance

Position Goal:

The Goal of the Assistant Graphic Designer is to assist the Lead Graphics designer in creating visually compelling and effective graphics that communicate our organization's message and brand to a wide range of audiences.

Essential Duties and Responsibilities:

- Collaborate with the team to create visually appealing templates for various marketing materials.
- Assist the Lead Graphic Designer in designing graphics that are consistent with the organization's branding guidelines.
- Work with various software programs, including Adobe Photoshop, Illustrator, InDesign, Affinity Designer, etc
- Edit and modify existing graphics and templates as required.
- Maintain and organize design files and assets.
- Ensure all design projects are completed on time and to a high standard.


Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each

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essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- At least 3 years of experience in graphic design or a related field.
- Must have Strong skills in at least 2 of the following: Adobe Photoshop, Illustrator, InDesign, Affinity Designer and Figma
- Experience creating templates for various marketing materials.
- A strong portfolio showcasing a range of design work.(Experience working with mental health organisations is a plus)
- Excellent attention to detail and organizational skills.
- A passion for mental health and wellness.
- Ability to work well under pressure and in a fast-paced environment.
- Ability to ensure work deadlines are followed through

Supervisor: Lead Graphics Designer

Interested candidates should send their **CV and links to their portfolio** stating why they should be selected to : elitelifemanagementconsulting@gmail.com

At Elite Life Management Consulting, we believe in the strength of diversity. We have zero-tolerance for any discrimination against gender, age, tribe, nationality, sexuality, & religious preference. Finally, we strictly rely on the principles of positive psychology because we believe that A LIFE OF FULFILMENT BEGINS WITH ELITE MENTALITY.