



We Are Hiring!

PROJECT COORDINATOR (ECOLAB)

- INNOVATION CONSULTING
- RESEARCH & DEVELOPMENT
- PROTOTYPE DEVELOPMENT
- START-UP INCUBATION
- MENTORSHIP
- VENTURE CREATION
- ENTREPRENEURSHIP
- HUMAN CAPITAL DEVELOPMENT

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Open Position: Project Coordinator (EcoLab)

Location: Innov8 Hub, Abuja, Nigeria

Employment Type: Contract

Experience Level: 2 – 5 years

COMPANY PROFILE

Innov8 Hub is a not-for-profit, non-governmental organization with a mandate to groom innovators, researchers, creatives, and venture creators. We strategically aid and collaborate with organizations and individuals seeking to transform their ideas into solutions.

EcoLab is a dedicated sustainability innovation lab within Innov8 Hub, focused on tackling environmental challenges through upcycling, recycling, sustainable architecture, advanced materials, and circular economy principles.

JOB SUMMARY

The Project Manager will support the execution, coordination, and growth of EcoLab's sustainability initiatives. This includes overseeing operational activities, providing support for sustainability projects, contributing to proposal development, documenting programs (including bootcamps), and supporting EcoLab's business arm (EcoMart). This is an execution-driven role requiring strong organisational skills, structured documentation ability, and strategic thinking.

KEY RESPONSIBILITIES

- Coordinating and supporting sustainability projects (cleanups, workshops, outreach initiatives, and bootcamps).
- Managing materials, timelines, and on-site logistics for activities.
- Supporting volunteer and participant activities.
- Identifying exhibition, grant, funding, and partnership opportunities.
- Supporting recycling, upcycling, and material-based processes.
- Assisting in prototyping and development of sustainable solutions.
- Contributing to transforming ideas into practical outputs.
- Supporting the development and submission of proposals and concept notes.
- Product/pricing coordination and inventory tracking.

EDUCATION

- Bachelor's Degree in Project Management, Business Administration, Entrepreneurship, Environmental Science/Management, or a related field.

REQUIRED COMPETENCIES

- Strong organisational and coordination skills.
- Basic knowledge of sustainability practices and environmental systems.
- Good writing and documentation skills.
- Ability to manage multiple tasks and meet deadlines.
- Team collaboration and stakeholder engagement skills.
- Creative thinking and problem-solving ability.

REMUNERATION

Salary Range – Open – Initially dependent on experience, thereafter on performance

HOW TO APPLY

Interested candidates are encouraged to submit their CVs and Cover letter to **hr@innov8hub.ng**