

## Program Officer

**Location:** Rwanda

**Reports To:** Program Manager

**Employment Type:** Full-Time

### Overview:

The Program Officer provides programme and communications support to ensure smooth delivery and consistent documentation of Leadership Lab Yetu's work. From drafting digital content to supporting workshop logistics, they are deeply involved in both the delivery and amplification of Leadership Lab Yetu's work.

### Key Responsibilities:

#### Program Support

- Assist with planning, logistics, and coordination of fellowships, leadership labs, events, and program activities.
- Prepare program materials, manage participant communication, and support facilitators.
- Help gather feedback and data to document insights and improve program quality.

#### Content Creation & Communications

- Draft and schedule social media posts, newsletters, and other digital content.
- Write participant spotlights, case studies, and blog articles.
- Ensure communications align with Yetu's voice and brand guidelines.

#### Digital & Design Support

- Support updates to Leadership Lab Yetu's website and social media channels.
- Use design tools (e.g., Canva, Figma) to create basic visuals, reports, and presentations.
- Track engagement metrics and audience insights to refine outreach strategies.

#### Documentation & Reporting

- Document programs through photos, stories, and impact summaries.
- Support preparation of reports for donors, stakeholders, and the Board.
- Support and contribute towards monitoring and evaluation activities.

### Qualifications & Experience:

- **3-5 years of experience** in program coordination, project administration, communications, content creation, or event support. Internships and volunteer roles considered.
- Degree in Project Administration, Marketing, Graphic Design or other relevant disciplines.
- Strong writing skills with an eye for engaging, values-driven storytelling.
- Familiarity with social media platforms and content scheduling tools.
- Basic knowledge of design platforms such as Canva or Adobe Express is a plus.
- Excellent organizational and time management skills.
- Experience working in a nonprofit, youth-focused or leadership development organization is an asset.
- Experience working on pan-African initiatives or working across the continent is an advantage.
- Written and spoken proficiency in both English and French is an advantage.

