

VACANCY – GRAPHIC DESIGNER / DIGITAL CONTENT CREATION INSTRUCTOR

COUNTRY PROGRAM MISSION:

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

PRIMARY PURPOSE OF THE POSITION:

This part-time role delivers the programme's creative and content-creation tracks — graphic design, digital content, social media and short-form media — which serve as lighter, accessible entry points into digital work, particularly for women and girls. The instructor equips learners with a monetisable creative skillset and a professional portfolio ready for freelancing and remote gigs.

PRIMARY DUTIES & RESPONSIBILITIES

Creative Track Delivery

- Teach graphic design and visual communication using industry-standard and AI-assisted tools (e.g. Canva, Adobe/Figma, Freepik, generative-AI design assistants).
- Deliver digital content-creation modules: social media content, short-form video, photography basics, storytelling and personal branding.
- Guide learners to build a professional online portfolio and presence suitable for freelance marketplaces and remote clients.
- Keep content current with fast-moving creative and AI trends so learners graduate with marketable, in-demand skills.

Applied & Portfolio Work

- Set real-world briefs (e.g. producing content for RLOs, community businesses, or programme visibility) so learners practise on live projects.
- Coach learners on pricing, client communication and delivering creative work remotely.

Inclusion & Coordination

- Prioritise accessible, flexible delivery that lowers barriers for women, girls and first-time learners.
- Track attendance, outputs and portfolio completion for MEAL and donor reporting.
- Coordinate with the Communications team on programme visibility content where relevant.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Demonstrable professional experience in graphic design and/or digital content creation, with a strong personal portfolio.
- Proficiency in current design and content tools, including at least one AI-assisted creative tool.
- Prior experience teaching, coaching or facilitating creative skills (formal or informal).
- Good communication skills in English and Kinyarwanda.

PREFERRED / ADDED ADVANTAGE

- Experience earning through freelancing or content platforms.
- Background working with youth or in humanitarian/community settings.
- Video editing, motion graphics or social-media growth experience.

CORE COMPETENCIES & SKILLS

- Strong visual and creative sense
- Up-to-date with AI creative tools and social/media trends
- Ability to inspire and build learner confidence
- Self-directed and reliable in a part-time, blended arrangement

SAFEGUARDING & INCLUSION

Alight is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The successful candidate will be required to adhere to Alight's PSEA (Protection from Sexual Exploitation and Abuse), Child Safeguarding, and Code of Conduct policies. This role actively supports gender inclusion, refugee–host community cohesion, and equitable participation — with particular attention to reaching women and girls.

APPLICATION GUIDELINES:

Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director – to include 1 page Cover Letter, degree, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (All in one document) – to the following email address only: RWJobs@WEAREALIGHT.ORG with the position applied for CLEARLY indicated in the subject line. The deadline for submission of applications is **August 28th, 2026 at 23:59**. Only shortlisted candidates will be contacted.

Notes: Refugees, women, and persons with disabilities are strongly encouraged to apply.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.