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## **Program Director for International Exchange Programs Position Description**

(as of August 30, 2021)

[Legacy International](#) is seeking an experienced professional who cares deeply about community development for the next generation of leaders to join our team as Program Director for the [Professional Fellows Program](#) (PFP). PFP empowers young professionals from the Middle East and North Africa (MENA) to pursue their visions as entrepreneurs and in civil society development. We are looking for a people and detailed oriented person, with proven project management skills, knowledge about the MENA region, and international exchange experience.

### **Our Company. Our Mission.**

[Legacy International](#) *equips emerging leaders to transform their values and vision into sustainable success.* Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 110 countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working remotely in the Washington, DC metro area.

### **Professional Fellows Program (PFP)**

The [Professional Fellows Program](#) (PFP) for Economic Empowerment in the Middle East and North Africa is a two-way exchange program sponsored by the U.S. Department of State and designed to promote mutual understanding, enhance leadership and professional skills, and build lasting, sustainable partnerships between mid-level emerging leaders committed to strengthening their communities through social entrepreneurship and workforce development. PFP Fellows are placed in intensive U.S.-based fellowships in non-profit organizations, private sector businesses, and government offices for individually tailored professional development experiences. They build broad networks with American and other participant colleagues as they develop a deeper understanding of U.S. society and enhance their professional skills. American participants who have hosted international fellows travel overseas for participant-driven reciprocal programs.

### **General Responsibilities**

As Program Director you will implement the project's strategic plan leading the PFP Team in overall program implementation, setting program milestones, and tracking progress towards completion. You will also be responsible for management of all subaward contracts with international and U.S.-based non-profits, communications with the Department of State and U.S. embassies abroad, and the overall program implementation budget.

- Lead the team to develop appropriate action steps, timelines, and monitoring procedures to keep the team on target with program deliverables and required program implementation guidelines.
- Maintain ongoing communication and provide appropriate updates to the U.S. Department of State Program Officer and U.S. embassy staff (ensuring that all program implementation guidelines are met).
- Oversee the management of partner subaward agreements, communications, invoicing, and payments.
- Work with the Financial Office and grants officer to manage the overall program budget ensuring best practices in federal grant awards.
- Provide guidance and support to team members in:
  - program participant outreach, recruitment, and selection processes;
  - in the overall development of program training materials, fellowship placements, and program planning/logistics;
  - the development and implementation of all U.S. outbound programs; and
  - the ongoing support and tracking of participant follow-on projects.
- Provide guidance to team members in the implementation of ongoing program monitoring and evaluation tools. Compile evaluation data and comments. Summarize, with recommendations for follow-on on segment, reunion, and future programs.
- Maintain the appropriate program materials and participant data using electronic systems in one complete organized space. Update ‘master materials’ on a regular basis. Provide data reports as required by the State Department and others.
- Curate content from the program delivery team and submit required programmatic semi-annual reports on program delivery and successes as requested.
- Oversee daily management and HR functions of two full-time PFP staff (Program Manager and Program Coordinator)
- During program delivery, when a MENA cohort is in the U.S., the Program Director plays a central role in group management and support, and /or delivering segments of training (orientation, project planning, etc.).

## **Qualifications**

- Previous experience (3+ years) managing exchange programs or similar complex projects involving multiple cross-cultural dimensions and stakeholders.
- Proven high level, culturally sensitive communications, and interpersonal skills - written and verbal. (This person will work both internally with Legacy colleagues and externally with others from diverse populations and communities, as well as U.S. government officials.)
- Demonstrates solid critical thinking skills and an ability to find practical, creative solutions.
- Demonstrates responsibility, a strong, self-motivated, work ethic and an ability to function comfortably in an inter-cultural environment.
- Demonstrated ability to work collaboratively, with an ability to function effectively in an inter-cultural environment.
- Demonstrated, strong organizational and logistics skills.
- Experience managing contracts, finances and budgets; with operating knowledge of MS Excel or similar software.
- Previous experience as a trainer or teacher in such areas as: leadership, economic empowerment, entrepreneurship, and/or dialogue & diversity.
- Previous experience developing and implementing monitoring and evaluation plans.

- Previous experience working with mid-career professionals.
- Previous experience guiding young adults during travel programs or in community service volunteer / leadership programs preferred.
- Equivalent to graduation from a four-year college or university. Graduate level degree preferred. (May possess equivalent post-secondary coursework, training, and experience.)
- Stamina and ability to work long, active hours during periods of program delivery.
- U.S. citizen or permanent U.S. resident
- ***Only candidates who are fully vaccinated against COVID or able to do so will be considered***

**In addition, the following qualifications are preferred:**

- International travel experience, preferably to the Middle East and/or North Africa (MENA)
- Demonstrated knowledge of history and culture of the MENA region
- Conversant or fluent in Arabic or French
- Knowledge of the Washington, DC metro area

**Work Load, Start Date & Work Location**

- This full-time position begins on October 15, 2021.
- Work will primarily take place in Legacy's Washington, DC area office, supervised by Legacy's [Director of Innovation & Entrepreneurship](#). *(A hybrid work arrangement is possible.)*
- Periodic travel to Legacy's Bedford, Virginia headquarters and travel with participants during program delivery is required.
- During program delivery, time commitment typically expands and includes some evenings and weekends. Some regional and international travel is required.

**Culture, Salary & Benefits**

Legacy International has a successful 40+ year track record delivering high quality training programs with ongoing coaching and mentoring. Legacy's Founder, J.E. Rash, embodies social innovation and promotes creative thinking company wide. *We have a relaxed dress code and flexible scheduling.*

*Salary:* low \$50,000 (Negotiable, based on experience.)

*Benefits* (Details provided upon request or at time of offer):

- Legacy's Health Reimbursement Account (HRA) benefits begin 3 months after start of employment. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3000 per year, subject to the employee meeting all criteria for reimbursement.
- Flexible Paid Leave Policy. For a full time (100%) employee, this comes to 224 hours (28 eight-hour days) per year, including vacation, holidays and sick days.
- Full-time employees become eligible for up to twelve (12) weeks of paid family leave after twelve (12) months of employment; subject to specific limitations and eligibility.

**Essential Functions**

1. Ability to effectively communicate with staff and participants, and to provide necessary instruction and training.

2. Cognitive and communication abilities to manage large, complex event management.
3. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group.
4. Cognitive ability and experience to help delegates maximize personal, professional and experiential learning.
5. Ability and stamina to maintain a 12 to 14-hour day with a group ranging in size from 10-50 participants.
6. Cognitive ability to plan and conduct activity to achieve participant development objectives.
7. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed
8. Ability to operate essential office equipment needed to carry out responsibilities (i.e. phone, computer, copy machine)

**TO APPLY** send cover letter and resume to: **Leila Baz**, HR Manager; [staff@legacyintl.org](mailto:staff@legacyintl.org).  
(Please note "PFP" in the subject line.) **Deadline to apply: September 24.**

*Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.*