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Program Coordinator for International Exchange Programs Position Description

(as of September, 2021)

[Legacy International](#) is seeking an emerging professional who cares deeply about community development for the next generation of leaders to join our team as a *Program Coordinator* 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 professional with strong organizational skills and an interest in the MENA region and international exchange programs.

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

The Program Coordinator will work with other PFP team members to plan and implement the Professional Fellows Program. This person also plays a central role in supporting other aspects of program implementation: group management and support, delivering segments of training, and data collection. See below for more detail:

- Coordinate with other staff to set-up all logistics for in-person exchange programs.
Produce a master schedule, including transportation logistics, hotel reservations, meeting

rooms, meal arrangements, farewell event planning, participant and host gifts, orientation materials, confirming meetings, and any other logistical needs.

- Assist with researching, writing, and/or editing a range of program materials, written documents, and spreadsheets as needed.
- Assist with screening and selection of program participants.
- In consultation with the program team, set-up multiple speakers, training events, meetings, and volunteer projects. Prepare materials on these visits. This will also include researching and arranging several cultural outings and significant interaction with Americans from various fields and backgrounds.
- Work with the team to track and report participant project goals and objectives. Manage electronic systems used to track and report on program goals.
- 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 requested for ECA and other reports.
- Work with the team and provide input into curriculum design. Includes researching relevant topics and developing materials for program use.
- Support participants through the development and delivery of in-country follow-on projects. Provide training in project management topics, review proposals and provide guidance to participants on development of projects. Track and monitor participant and alumni progress of project implementation.
- Work with the team to develop and deliver outbound programs to four MENA countries. Coordinate US participant selection and work with alumni for program design and implementation.
- Provide regular reports on program delivery and successes as requested for ECA and other sponsors.
- Design and implement storytelling strategies for program participants and alumni. Develop long form blog content on alumni impact across programs. Develop materials and infographics showing program impact. Update program website – keeping content relevant and timely. Manage communication intern experiences.
- Collaborate with the team to adapt and deliver curriculum on topics of leadership development, cross cultural understanding, project planning, and civic engagement.
- During program delivery, when a MENA cohort is in the U.S. be on-call during program delivery to address participant needs, including (but not limited to) health care issues that may arise.

Core Qualifications

- 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, strong organizational and logistics skills.
- Demonstrated ability to handle multiple tasks simultaneously, keep groups on schedule, and make appropriate adjustments as needed.
- Interest in history and culture of the Middle East.
- Interest in and ability to work in both a team environment and alone with minimal direction.
- Excellent interpersonal communication skills.
- Excellent oral, written, and communication/presentation skills.

- Equivalent to graduation from a four-year college or university. (Equivalent post-secondary coursework, training, and experience acceptable.)
- Knowledge of the Washington, DC metro area
- U.S. Citizen or authorized to work in the U.S.
- ***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
- Previous experience as a trainer or teacher in leadership development, cross cultural understanding, project planning, and civic engagement.
- Previous experience working with university students.
- Previous experience guiding young adults during travel programs or in community service volunteer / leadership programs preferred.

Work Load, Start Date & Work Location

- This full-time position begins on November 1, 2021.
- Work will primarily take place in Legacy's Washington, DC office, supervised by Legacy's Professional Fellows Program Director. (A hybrid work arrangement is possible.)
- Periodic travel to our Bedford, Virginia headquarters and travel with participants during program delivery is required. Knowledge of the DC area is preferred.
- During program delivery, time commitment typically expands to include some evenings and weekends. Some regional and international travel may be 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: \$40,000 starting pay, (gross/pre-tax) 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 during program delivery.
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.
(Please note "PPF" in the subject line.) **Deadline: October 8.**

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.