



1020 Legacy Drive
Bedford, VA 24523
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TechGirls International Exchange Internship

January 10 – April 29, 2022

(Dates subject to adjustment and discussed during interviews.)

[Legacy International](#) is offering a 3.5-month internship with the [TechGirls](#) international youth exchange initiative. This is a virtual volunteer internship opportunity.

Our Company. Our Mission. Our Culture.

[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 over 110 countries, with ongoing coaching and mentoring provided by Legacy's Teams of Excellence.

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 have a relaxed dress code and flexible scheduling. Legacy's headquarters are in Bedford, Virginia with additional employees working in the Washington, DC metro area and Richmond.

[TechGirls](#) is a U.S. Department of State-sponsored international summer exchange program designed to empower and inspire young women from the United States, Central Asia and the Middle East and North Africa to pursue careers in science and technology.

General Responsibilities

For a young professional interested in *international exchanges, monitoring and evaluation, and events/logistics*, Legacy can offer a way to meaningfully contribute as part of the [TechGirls](#) team. This is your chance to see how impactful, transformative international exchanges are developed.

- Support the TechGirls 2022 monitoring and evaluation process
- Support curriculum development for the TechGirls summer program
- Provide support to the TechGirls Program Managers, providing alumnae engagement opportunities including virtual meetups (conferences), etc.
- Design training materials, providing administrative and logistical support, and creating and distributing surveys and evaluations.
- Assist in alumnae engagement through designing weekly alumnae newsletters, quarterly updates and event support
- Support the application review and selection process of the 2022 TechGirls cohort utilizing an online dashboard portal system.
- Events/logistics/curriculum support in preparation for the 2022 in-person TechGirls program

Key Qualifications.

Successful interns possess:

- research and writing skills
- experience facilitating events/meetings via Zoom
- virtual events and logistics capabilities
- strong organizational skills
- strong verbal and written communication skills
- an ability to work independently while also working collaboratively on a team given the remote nature of the position

Hours & Compensation.

This is a volunteer position; Mondays through Fridays, 20-hours/week. Schedule to be determined *by mutual agreement and initially discussed during interviews*. (There may be occasional hours on evenings and weekends by mutual agreement to take advantage of learning opportunities that may present themselves.)

Work Location.

Virtual remote work

Essential Functions.

1. Ability to effectively communicate via varied communications platforms used in planning and executing virtual exchanges (Google Suite/ Docs, Dropbox, Zoom, Skype, Instant Messenger, etc.)
2. Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
3. Cognitive and communication abilities to support complex events.

TO APPLY: send cover letter and resume with *“TechGirls International Exchange Internship”* in subject line to staff@legacyintl.org. **Deadline to apply:** *December 1, 2021.*

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 leaders for each program. The competitive standards are set by each group of applicants. Only applicants meeting required qualifications for the position will be considered.