



1020 Legacy Drive
Bedford, VA 24523
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www.legacyintl.org

TechGirls Social Media & 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. Put your skills to work to support the TechGirls 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.

Responsibility.

Work as part of the [TechGirls](#) team. [TechGirls](#) is an international summer exchange program designed to empower and inspire young women from around the world to pursue careers in science and technology.

For a young professional interested in *international exchanges, communications, and marketing*, this internship offers a way to meaningfully contribute to a transformative project serving international youth. This is a great chance to see how meaningful international exchanges are developed.

- Support Legacy's social media team to gather and share alumnae stories
- Begin promoting the summer 2022 TechGirls program. This may include creating visual and written content for Facebook, Twitter, and Instagram using design tools such as Canva, developing and updating communication materials for alumnae, outreach materials for prospects and U.S. Embassies, communications with prospects and partners
- Support Program Manager in monthly social media calendar development
- 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.

Key Qualifications.

Successful interns in this role possess:

- social media and writing skills with an ability to utilize platforms such as Canva, Hootsuite and Mailchimp
- research capability
- 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 Thursdays, 20-hours/week. Schedule to be determined *by mutual agreement and initially discussed during interviews*. (There may be occasional hours on evenings and weekends also 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, Drop Box, 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.
4. Familiarity with learning management systems preferred but not required

TO APPLY: send cover letter and resume to staff@legacyintl.org, noting “TechGirls Social Media-Internship” in subject line. **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.