



International Program Development & Communications Internship January 25- April 29, 2022

(Dates subject to adjustment and discussed at time of interview.)

[Legacy International](#) is offering a 3-month volunteer internship, putting one's skills to work to support a wide array of youth and young professional development initiatives.

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.

General Responsibility.

For a young professional interested in *international exchanges, communications, and marketing*, Legacy can offer a way to meaningfully contribute within varied Legacy projects serving youth and adult audiences.

You will support Legacy's staff under supervision of the Director of Innovation and Entrepreneurship in the following ways:

- Research, link to and write new content for blog posts on a variety of programmatic / thematic topics (Social Entrepreneurship, NGO Development, STEM Education, Transformative Leaders, Women's Empowerment, etc.)
- Work with the Social Media Team to develop and edit weekly social media posting calendars. Pre-load social media content.
- Assist in mapping Legacy's online audiences. Identify and monitor conversations and reputation online. What is being said about Legacy International or specific high-profile initiatives.
- Work on alumni and partner engagement communications.
- Develop marketing tools and communication pieces to be used with engaging our current audience and potential new partners.
- Attend networking events in the Washington, DC metro area to introduce Legacy International to potential partners.

In addition, you may also support some or all of the following programs:

- [Professional Fellows Program](#) – Program support throughout the design phase for PFP’s delegations from North Africa. (Program delivery dates in Fall 2022 TBA.)
- [Global Youth Village](#) – Support GYV’s fundraising and marketing campaign to promote this dynamic summer program for 2022.
- [TechGirls](#) – Contribute to program set-up for this four-week U.S.-based exchange program based in Washington, DC and Blacksburg, Virginia. (Delivery: Summer, 2022.)
- [Saudi Young Leaders Exchange Program](#) – Provide support during the design phase for 2022 summer programs. This may include designing communication materials for participants and partners, training materials development, agenda / calendar development, logistic support, development of participant surveys.
- [Youth Leadership On-Demand Program](#)– Provide support during design and delivery phases for 2022 offerings. This may include designing communication materials for participants and partners, researching country-specific background information or leadership themes, developing training materials, reviewing youth applications, and development of participant surveys.

Schedule & Compensation: Weekly schedule is Monday through Friday, 20 hours/week. (Schedule to be determined by mutual agreement with one's site supervisor which is explored at the time of interview.)

This is a volunteer position. Public transport stipend provided for those who are choose a hybrid internship.

Work Location: This is a virtual internship with a hybrid option for those residing in the DC Metro area. Physical work location (subject to change): Josephine Butler Parks Center; 2437 15th Street, NW; Washington, DC 20009.

Essential Functions.

1. Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
2. Cognitive and communication abilities to support complex events.
3. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect exchange participants.
4. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed
5. 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 staff@legacyintl.org. **Deadline to apply:** December 6, 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.