



1020 Legacy Drive
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JOB DESCRIPTION - Program Manager Youth Leadership Program on Demand

as of November 1, 2021

[Legacy International](#) seeks a dynamic leader who is passionate about youth leadership development and the value of international exchanges to join our [Youth Leadership Program on Demand](#) (YLPOD) team. Become a key part of building on YLPOD's reputation, delivering high caliber U.S.-based exchange programs for youth and their adult mentors from across the globe. *This is a program of the U.S. Department of State, administered by Legacy International.*

[Youth Leadership Program on Demand](#) (YLPOD) is a unique exchange program initiated by the U.S. Department of State to address the emerging youth development needs of countries across the global as identified by each U.S. Embassy. The program supports high school youth and adult educators' participation in intensive, substantive three-week exchanges in the United States.

Focusing on the themes of youth leadership development, civic education, volunteerism and service, Legacy International's *Youth Leadership Program on Demand* allows teens to discover, liberate, and build their talents. Participants gain a better understanding of civic engagement as practiced in the U.S., deepen their critical thinking, problem solving and leadership abilities, and develop program planning and implementation skills to bring their own community project ideas to fruition.

In a typical year, Legacy will host two different cohorts of 25 participants (ages 15-18 and adult mentors) in the U.S. for three-weeks of activities and community-based project planning, followed by 6 months of online and in-person mentoring sessions during their follow-on project implementation. (In 2022, the first program is a [virtual exchange focused on Climate Change](#) to be delivered in January 2022.)

During a U.S.-based, in person exchange (projected for the summer of 2022), each cohort will live, work, learn and volunteer alongside 80 to 100 American hosts and teenagers, including 10 American youth leaders per year (5 per program), who are integrated into the group as peer "Cultural Ambassadors". Each cohort will have activities based in Washington, DC as well as one of the following host communities: central Virginia (Roanoke or Lynchburg), Detroit, Chicago, Austin, or Cincinnati. Follow-on activities are expected to engage approximately 500 to 1,000 peers in the cohorts' home country.

2021 / 2022 Key Dates & Workload.

This is a full time, temporary job. *Dates: December 1, 2021 - December, 2022.*

Work Location: Remote, from anywhere in the continental U.S. For staff residing in the Washington, DC metro area OR near Legacy's home office in Bedford, Virginia, occasional in-person meetings are possible, by mutual agreement.

Team Structure.

As Program Manager, work closely with the Administrative Director to implement ODYLP's strategic plan for the growth and development. The Program Manager is an integral driver of communications with U.S. Embassies and State Department, ensuring program goals are aligned and selection criteria for cohorts is upheld.

This job also includes designing, planning and set-up of the program: working with a digital instructor partner, arranging meetings/speakers, and virtual site visits. You will develop training materials; design monitoring and evaluation plans - all while adhering to project budgets. *For virtual exchanges the position also requires managing the adaptation of learning experiences into asynchronous and synchronous virtual elements.* (Legacy also aims to have intern support for the project to enable the organization & formatting of participant data for program customization.)

Work closely with Mary Helmig (Administrative Director) on the overall program logistics and design in consultation and collaboration with the Bureau of Educational and Cultural Affairs.

Program Manager Responsibilities

Pre-exchange

- Design exchange experience based on theme selected by ECA
- Develop marketing materials for Embassy use
- Monitor the application process, sending screened applicants to Embassy for final selection
- Maintain communications and submit monthly reports to U.S. Embassy/ECA
- Develop pre-program materials for participants, consult with adult leaders
- Ensure hardware and software is in place.

Implementation

- Lead trainer/facilitator
- Write and submit all progress reports
- Maintain regular and robust contact with the U.S. Embassy /ECA
- Review students' participation, provide updates to lesson plans as needed
- Contact participants flagged for participation needs
- Conduct any 1:1 meeting for participants to complete follow on action plans if they are in danger of not completing them
- Adult check-ins
- Social media reporting

Post-Project

- Submit final program report
- Share best practices and lessons learned
- Bi weekly check ins with participants and adult as they implement community projects
- Follow-up reporting to U.S. Embassy and ECA on future opportunities or grants

Qualifications

- Previous experience (3 or more years) managing exchange programs or similar complex projects involving multiple cross-cultural dimensions and stakeholders
- Proven high level communications skills - written and verbal

- Previous experience as a trainer or teacher in such areas as: leadership, community service, youth technology training, dialogue & diversity.
- Prior experience creating virtual lessons and use of Learning Management Systems.
- Previous experience logistics with hotels, bus companies, restaurants and managing budgets
- Experience as a youth mentor. Previous experience guiding young adults or teens during travel programs is preferred. (Prior experience as a staff member with a U.S. Department of State exchange program preferred but not required.)
- Prior experience managing budget of \$50,000 or more
- Previous experience developing and implementing monitoring and evaluation plans.
- Previous international travel experience.
- Knowledge of the Washington, DC metro area.
- Equivalent to graduation from a four-year college or university.
- Stamina and ability to work long, active hours.
- Valid U.S. driver's license with a good driving record.
- U.S. citizen or permanent U.S resident
- ***Only candidates who are fully vaccinated against COVID or able to do so will be considered.***

Culture, Salary & Benefits

Legacy International has a successful 40+ year track record delivering high quality training programs with ongoing coaching and mentoring. We have a relaxed dress code and flexible scheduling.

Salary: Full time annual equivalent (FTE) ranges from \$41,000-\$45,000, pre-tax; based on experience.

Benefits include:

- Health care: this employee becomes eligible for Legacy's Health Reimbursement Account (HRA) benefits after 3 months of employment (beginning approximately March 1). This HRA provides eligible employees with tax-free monetary reimbursements for qualified medical expenses. (Prorated for 10 months, this would come to \$2500 for the period between March and December, 2022, subject to the employee meeting all criteria for reimbursement of qualified medical expenses.)
- Paid Leave: as temporary staff, paid leave is earned at the rate of two days for each month of completed work. This leave can be used for vacation, holidays or medical purposes. (NOTE: leave time is not earned during periods where working 50% or less in a pay period.)
- Monthly cell phone and home office expense allowances
- During program delivery periods, housing (hotels) and meals During non-virtual programs, housing and meals are provided throughout program delivery, while on-duty with the program participants, provided as part of the same plans established for the exchange participants.

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.

Legacy International has a successful 40+ year track record delivering culturally attuned, high quality training programs with ongoing coaching and mentoring. 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 in the Washington, DC metro area.

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 10 to 14-hour day with a group ranging in size from 10-36 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, etc.)

TO APPLY: send cover letter and resume, noting “ODYLP” in subject line, to: **Leila Baz**, HR Manager; staff@legacyintl.org. **Deadline** – November 22, 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 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.