Group Leader & Trainer
Saudi Young Leaders Exchange Program
June 26-August 31, 2022
(as of April 3, 2022)

Legacy International seeks four enthusiastic, organized, and collaborative professionals to join our staff on a full-time basis for nine weeks (from June 26 - August 31, 2022, subject to minor adjustment). As a Group Leader & Trainer, you will help deliver a life changing experience for young adults from Saudi Arabia and the U.S. during the Saudi Young Leaders Exchange Program (SYLEP). The Group Leaders & Trainers work closely with the Director of International Exchange Programs as part of a team, along with four U.S. Cultural Ambassadors (university students or recent graduates) to facilitate the experiences of the Saudi participants through Legacy’s experiential leadership training. Group Leaders & Trainers serve as facilitators, trainers, mentors, and process monitors. Each is assigned one U.S. Cultural Ambassador to work side-by-side with them. This team of staff travel and stay in residence with the participants throughout the program.

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, develop skills critical for the global workforce, promote social responsibility and lead to peaceful sustainable communities. Since 1979, Legacy’s high-quality training programs have involved thousands of professionals, community leaders, and youths from 110+ countries. Our initiatives are funded by multiple federal and private grants, fee-for-service income, gifts and donations, with significant funding from the U.S. Department of State. We are headquartered in Bedford, Virginia with an office in Washington, DC.

Our culture is built on the universal values our programs are modeled after, including collaboration, respect, inclusion, innovation, and flexibility. This approach supports our team in developing and delivering high caliber programs that impact communities around the world while fostering an organizational culture we all thrive in. We have a relaxed dress code, and a focus on supporting our team’s professional goals while advancing our shared values. Legacy’s staff are highly dedicated individuals from a wide variety of backgrounds and immersive international experiences. Our combined experience in cross-cultural training, conflict resolution, community development, entrepreneurship, professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

Saudi Young Leaders Exchange Program (SYLEP)
SYLEP is a multi-phased leadership experience for university students and recently graduated students from throughout Saudi Arabia between the ages of 21-26, and a smaller number of U.S. Cultural Ambassadors (rising U.S. undergraduate seniors, graduate students and recent graduates). The program takes place annually in Washington, D.C., Austin, Detroit, Pittsburgh, and Chicago. As the flagship Saudi youth development program of the U.S. embassy in Riyadh, SYLEP supports participants in building leadership, entrepreneurship, and professional skills, civic responsibility, appreciation for cultural diversity, and community engagement. Through a series of site visits, training sessions, volunteer opportunities, and participation events with organizations and professionals working in this field, Legacy International introduces participants to innovative local, state, federal, public, and private programs that promote strong community initiatives. Participants are exposed to volunteer-led initiatives as well as larger scale government, non-profit, start-up, and corporate solutions. In addition, Saudi participants will join in community activities side-by-side with U.S. community members. In this way, participants will not only learn about solutions but will gain hands-on experience during the U.S. exchange. Upon their return home, Saudi participants conduct follow-on social innovation projects in their home communities or university campuses, supported by Legacy International.

Core Responsibilities
● Maintains thread of program goals, themes, and content throughout the U.S. program, to provide a coherent learning experience for all participants
● Deliver select orientation and team building components to Saudi and U.S. Cultural Ambassadors, adapt and deliver debriefs and reflections, learning games, team challenges, mentoring sessions, and training
sessions on topics of leadership development, cross cultural understanding, project planning, civic engagement, etc.

- Prepare participants for site visits, speaker panels, meetings, and transitions
- Monitor and guide group dynamics, maximizing everyone's strengths, and promoting equal opportunity for leadership
- Monitor language, cultural, and religious needs, and roommate and host experience, referring issues to appropriate person
- Mentor and guide participants with cultural adjustment and behavioral guidance, helping them to develop a vision of themselves as leaders and build skills in brainstorming, decision making, creative thinking, and project planning and implementation
- Work with U.S. Cultural Ambassadors as they develop skills as culturally sensitive peer mentors, while enhancing their own entrepreneurial and professional abilities
- Support Program Director and Program Coordinator with daily logistical needs
- Complete documentation and final program reporting requirements, and participate in debrief sessions with entire SYLEP staff team

**Health & Safety Monitoring**
To keep everyone safe and healthy, every staff member will model, uphold, and monitor COVID protocols and guidelines. This includes a willingness to adhere to and implement the program’s “COVID bubble” system, mask mandates, social distancing, hand-washing, and daily temperature checks, and other prescribed non-pharmaceutical interventions (NPIs). **Candidates who are fully vaccinated against COVID or willing to become fully vaccinated will be considered. COVID testing and quarantine prior to the start of the program may be required.**

**Qualifications**
- Minimum 26 years of age
- U.S. Citizen or Permanent Resident with work authorization
- Previous experience in international travel or exchange programs, and/or with college students or other experientially based learning programs preferred
- Previous experience as a trainer or teacher in leadership, innovation, and/or dialogue and diversity with proven expertise in developing creative lesson plans and training sessions
- Demonstrated ability to handle multiple tasks simultaneously, keep a group on schedule, respond to unanticipated needs, work under pressure, and make appropriate adjustments as needed
- Virtual and in-person events and logistics capabilities and organizational skills
- Demonstrates responsibility, a strong, self-motivated, work ethic and an ability to function comfortably in an inter-cultural environment, in both a team environment and alone with minimal direction, including in virtual and in-person settings
- Ability to manage fiscal and ethical responsibilities related to the program
- Strong social and interpersonal communication skills when interacting with others, as this person may work both internally with Legacy colleagues and externally with stakeholders from diverse populations and communities
- Ability to create and manage a harmonious group dynamic, lead and moderate discussions and reflective activities
- Equivalent to graduation from a four-year college or university (or may possess equivalent post-secondary coursework, training, and experience)

**Essential Functions**
- Ability to effectively communicate with participants and other staff, and to provide necessary group mentoring and leadership
- Auditory, visual, and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group. This includes assessing participant behavior, enforcing appropriate safety guidelines and emergency procedures, and providing guidance and discipline as needed.
- Cognitive ability and experience to help delegates maximize personal, professional, and experiential learning. This includes the ability to plan and conduct activities to achieve development objectives.
- Ability and stamina required to manage a live-in travel program and to maintain a 10 to 14-hour day with a young adult group ranging in size from 10-50 participants
- Ability to operate essential office equipment needed to carry out responsibilities (i.e. internet, cell phone, computer, photocopy machine).
Salary & Benefits
The salary for this nine-week position is $5,400, pre-tax. Salary is negotiable and based on experience.

Benefits for temporary, summer staff include:
● Cell phone allowance up to $100 ($50 per program cycle);
● During program delivery periods while with the group, housing, meals, and other related program costs are provided as part of the same plans established for the exchange participants;
● Round trip travel reimbursement at the beginning and end of the program (up to specified limits);
● All program-related transportation provided (ground and air);
● Health and leave benefits are not provided.

Employment Dates, Workload, Location
● Dates: June 26-August 31, 2022; Exact start and end dates will be discussed during interviews and defined at time of hire. See key dates below.
● It is highly preferred that each Group Leader/Trainer serves for the full dates as noted above. However, candidates that are only available for one of the groups (approximately four weeks) will be considered.
● This is a temporary full-time in-person staff position. This is not a virtual/remote position.
● During the program, the Group Leaders/Trainers will reside with the exchange group on a full-time basis, seven days a week, traveling to each city with their mini-cohort, and serving as a mentor, trainer, and process monitor. Each mini-cohort will have 10-13 Saudi participants and one U.S. Cultural Ambassador.

KEY DATES (Subject to minor adjustment):
June (Staff Orientation & Training)
○ Remote and in-person training and planning for program staff (one week; part-time as needed)
July (Group 1: July 3 – July 23 program dates + staff debrief/preparation)
○ Week 1: Washington, DC
  ▪ Orientation and teambuilding, leadership and peacebuilding/dialogue trainings, site visits
  ▪ Facilitated by Group Leaders/Trainers, U.S. Cultural Ambassadors and some Legacy staff
○ Week 2: Austin, Detroit, Pittsburgh, Chicago (each city hosts one of four mini-cohorts)
  ▪ Community immersion, site visits, meetings, cultural events
  ▪ Facilitated by Host City Partner staff in-person and virtually; supported by Group Leaders & Trainers and U.S. Cultural Ambassadors
○ Week 3: Washington, DC
  ▪ Community action hackathon and wrap-up activities, community immersion, site visits, meetings, cultural events, community innovations presentations, final celebration
○ Week 4: Washington, DC, July 23-30
  ▪ Staff debrief sessions; finalize logistics for the second cohort; rest & recharge
August (Group 2: July 31 – August 20 program dates + staff debrief/wrap up)
○ Week 1-3: Follows the same program flow as Group 1
○ Week 4: Wrap-up, report writing, close-out. This period may be part in-person, part remote; some synchronous sessions and some asynchronous tasks.) All reports due by August 31.

TO APPLY: Send cover letter and resume, noting SYLEP Group Leader & Trainer in subject line, to: Leila Baz, HR Manager; staff@legacyintl.org. Deadline to apply: April 4, 2022

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.

Employees and applicants with disabilities and disabled Veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. Legacy International makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled Veterans, unless such accommodations would impose an undue hardship on the operations of the Legacy’s business.