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## **Program Manager, Professional Fellows Program Position Description**

(as of October, 2022)

[Legacy International](#) is seeking a professional who cares deeply about community development for the next generation of leaders to join our team as *Program Manager* for the [Professional Fellows Program](#) (PFP). PFP empowers young professionals from the Middle East and North Africa (MENA) to pursue their visions as entrepreneurs and in civil society development. We are looking for a person with an entrepreneurial mindset who has strong networking and organizational skills and an interest in the MENA region and international exchange programs.

### **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. 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, and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working remotely in the Washington, DC metro area.

### **PROFESSIONAL FELLOWS PROGRAM (PFP)**

The [Professional Fellows Program](#) (PFP) for *Economic Empowerment in the Middle East and North Africa* is a two-way exchange program sponsored by the U.S. Department of State and designed to promote mutual understanding, enhance leadership and professional skills, and build lasting, sustainable partnerships between mid-level emerging leaders committed to strengthening their communities through social entrepreneurship and workforce development. PFP Fellows are placed in intensive U.S.-based fellowships in non-profit organizations, private sector businesses, and government offices for individually tailored professional development experiences. They build broad networks with American and other participant colleagues as they develop a deeper understanding of U.S. society and enhance their professional skills. American participants who have hosted international fellows travel overseas for participant-driven reciprocal programs. Legacy International's partners in Austin, Texas and Detroit, Michigan create meaningful and successful fellowship and exchange experiences. Legacy International also partners with organizations in Algeria, Egypt, Lebanon, Morocco, and Tunisia to select and support international fellows.

### **RESPONSIBILITIES**

The Program Manager works as part of a team to plan, coordinate and implement PFP, playing a central role in the selection process of exchange participants, fellowship outreach and placement with U.S. hosts, as well as group management and support, delivering segments of training and managing social media for this project. (Other Legacy exchange programs may also be supported and contributed to at various times.)

- Outreach & Selection: Monitor and support the on-line application process providing reports to in-country partners and embassies, reviewing applications, and coordinating the application review team.
- Partnership/Fellowship Manager: Cultivate and maintain relationships with partners to secure 54, 4-week fellowships. Individualize each fellowship experience and arrange additional networking opportunities.

- Curriculum Design: Work with the team providing input into curriculum design. Includes researching relevant topics, developing materials for program use and arranging for guest speakers.
- Training Delivery: Collaborate with the team to adapt and deliver curriculum on topics of leadership development, cross cultural understanding, project planning, economic empowerment, job readiness skills, and civic engagement. Plan / lead debriefs, learning games, "team challenges", individual and group mentoring sessions to maximize learning.
- Facilitate interaction within the participants and with U.S. counterparts through formal and informal interactions, site visits, presentations, and discussions.
- Maintain social media storytelling and alumni engagement for PFP. If skilled, possibly coordinate storytelling on all Legacy's overall social media channels (impact stories on website, Facebook, Instagram, Twitter, YouTube, LinkedIn.)
- Alumni Support: Support participants through the development and delivery of in-country follow-on projects. Provide training in project management topics, review proposals and provide guidance to participants on development of projects. Track and monitor participant and alumni progress of project implementation.
- U.S. Outbound Planning & Delivery: Develop and deliver (virtual or in-person) multiple outbound programs to multiple MENA countries. Coordinate U.S. participant selection and working with alumni for program design and implementation.
- Data Collection Management: Work with the team to develop and implement data collection of participant project goals and objectives. Manage electronic systems used to track and report on program goals. Build surveys and processes to comply with ECA's new MODE Framework.
- Reporting: Provide regular reports on program delivery and successes as requested for ECA and other sponsors.
- Support participants through the development and delivery of in-country follow-on projects. Provide training in project management topics, review proposals and provide guidance to participants on development of projects. Track and monitor participant and alumni progress of project implementation.
- During program delivery, when a cohort is in the U.S. be on-call to address participant needs, including (but not limited to) health care issues that may arise.

#### **OTHER RESPONSIBILITIES**

- Professional Network: Develop and maintain relationships of external partner networks for future programs, speakers, trainers, and site visits.
- Serve as a trainer for other adult or youth virtual or in-person programs. Develop curriculum and materials on a variety of topics. Deliver content to relevant audiences.

#### **CORE QUALIFICATIONS**

- Previous experience on project management, preferably in an international exchange program
- Networking skills. Previous experience establishing and nurturing collaborative relationships with other organizations and institutions.
- Demonstrated, strong organizational and logistics skills.
- Demonstrated ability to handle multiple tasks simultaneously, keep groups on schedule, and make appropriate adjustments as needed.
- Interest in and ability to work in both a team environment and alone with minimal direction.
- Excellent interpersonal communication skills (oral, written, and communication/presentation capabilities).
- Equivalent to graduation from a four-year college or university. (Equivalent post-secondary coursework, training, and experience acceptable.)
- Prior experience managing social media campaigns and channels; social media aptitude
- Knowledge of the Washington, DC and/or the Detroit, Michigan metro areas, and familiar with their "entrepreneurial landscapes"
- Able to travel for 2 to 3-week periods, domestically or internationally at least once a year.
- U.S. Citizen or Permanent U.S. Resident

- *Only candidates who are fully vaccinated against COVID or able to do so will be considered*

**In addition, the following qualifications are preferred:**

- International travel experience, preferably to the Middle East and/or North Africa (MENA)
- Demonstrated knowledge of history and culture of the MENA region
- Conversant or fluent in Arabic or French
- Previous experience as an exchange program trainer or teacher in leadership development, cross cultural understanding, project planning, and civic engagement.

**WORK LOAD, START DATE & WORK LOCATION**

- This full-time position begins in December, 2022, to be confirmed at time of hire offer.
- This is a Washington DC area hybrid position.
- Periodic travel to our Bedford, Virginia headquarters and travel with participants during program delivery is required.
- During program delivery, time commitment typically expands to include some evenings and weekends. Some regional and international travel may be required.

**CULTURE**

Legacy International has a successful 40+ year track record delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our culture is built on the universal values all of 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, flexible scheduling, and a focus on supporting our team's professional goals and work-life balance while advancing our shared values.

Legacy's staff is a group of highly dedicated individuals of varied backgrounds and immersive experiences throughout the world. Our combined experiences in cross-cultural training, conflict resolution, community development, entrepreneurship and professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

**SALARY & BENEFITS**

*Salary:* starting at \$50,000 (gross/pre-tax). Negotiable.

*Benefits* (Details provided upon request or at time of offer):

- Legacy's Health Reimbursement Account (HRA) benefits begin 3 months after start of employment. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3000 per year, subject to the employee meeting all criteria for reimbursement.
- Flexible Paid Leave Policy. For a full time (100%) employee, this comes to 224 hours (28 eight-hour days) per year, including vacation, holidays and sick days.
- Full-time employees become eligible for up to twelve (12) weeks of paid family leave after twelve (12) months of employment; subject to specific limitations and eligibility.

**ESSENTIAL FUNCTIONS**

1. Cognitive ability to plan and conduct activity to achieve participant development objectives; to help delegates maximize personal, professional and experiential learning.
2. Ability to effectively communicate with staff and participants, and to provide necessary instruction and training.
3. Cognitive and communication abilities to manage large, complex event management.
4. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group.
5. Ability and stamina to maintain a 12 to 14-hour day with a group ranging in size from 10-50 participants.
6. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed

**TO APPLY:** Please visit Willo [via this link](#). In Willo, you will upload your resume and answer five (5) questions from a quiet place of your choice. It is user friendly and you have several chances to do retakes.

*Questions prior to applying?:* [staff@legacyintl.org](mailto:staff@legacyintl.org) (Please note “PFP” in the subject line.)

***Deadline to apply:*** rolling. Our goal is to extend an offer in November for a December start.

*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.*