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## International Exchange Internship with TechGirls

**January 23 - April 28, 2023**

*(Dates subject to adjustment and discussed during interviews.)*

[Legacy International](#) is offering a 3-month internship with the TechGirls program. Meaningfully contribute to the [TechGirls](#) youth exchange initiative. This is a virtual internship opportunity for U.S.-based candidates.

### **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 115 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.

[TechGirls](#) is a U.S. Department of State-sponsored international summer exchange program designed to empower and inspire young women from around the world to pursue careers in science and technology.

### **General Responsibilities**

For a young professional interested in *international exchanges, monitoring and evaluation, and events/logistics*, Legacy can offer a way to meaningfully contribute as part of the [TechGirls](#) team. This is your chance to see how impactful, transformative international exchanges are developed.

- Provide events/logistics/curriculum support in preparation for the 2023 TechGirls program. Design training materials, provide administrative and logistical support, and create and distribute surveys and evaluations.
- Provide support to the TechGirls Program Managers on alumnae engagement opportunities including TechGirls TechTalks, virtual meetings, etc.
- Assist with the 2023 TechGirls program and selection. This may include communication materials for participants and partners, training materials development, logistics support, development of participant surveys.
- Support the application review and selection process of the 2023 TechGirls cohort utilizing an online application system.

**Development Opportunities:** Gain knowledge of U.S. Department of State exchanges and how they are administered, develop materials that can be shared in your portfolio, and establish networks for future employment opportunities in the field.

### **Key Qualifications.**

Successful interns possess:

- research and writing skills
- experience facilitating events/meetings via Zoom
- virtual events and logistics capabilities
- 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
- familiarity with Learning Management Systems (LMS) (e.g. TalentLMS or Canvas) is preferred, but not required.

### **Hours & Compensation.**

- This internship pays a stipend of \$1500. (*Note: this is considered taxable income.*)
- Schedule is determined *by mutual agreement and initially discussed during; interviews;* Mondays through Fridays, 20+ hours/week. There may be occasional hours on evenings and weekends, also by mutual agreement, to take advantage of schedule fluctuations and learning opportunities that may present themselves.

### **Work Location.**

Virtual remote work; open to U.S.-based candidates.

### **Essential Functions.**

1. Ability to effectively communicate via varied communications platforms used in planning and executing virtual exchanges (Google Suite/ Docs, Dropbox, 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.

### **TO APPLY:**

**Step 1:** Send a resume to [staff@legacyintl.org](mailto:staff@legacyintl.org) noting “*TechGirls International Exchange Internship*” in the subject line. This lets us know of your interest and that you will be completing Step 2.

**Step 2:** To streamline our hiring process, we use [WilloTalent](#). In Willo, you will upload your resume (again) and answer four (4) questions from a quiet place of your choice. It is user friendly and you have several chances to do retakes.

**Step 3:** Legacy staff will be in touch with you within five business days after your *Willo* submission.

**Deadline to apply:** December 23, 2023 (Rolling; open till filled.)

*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.*