Legacy International seeks a people and detail-oriented person to join our team full-time as a Program Coordinator for TechGirls. TechGirls is a U.S. Department of State initiative and exchange program designed to inspire young women from 37 countries to pursue higher education and careers in technology through hands-on skills development. It is administered by Legacy International in partnership with Virginia Tech University’s Center for Enhancement of Engineering Diversity.

TechGirls connects and supports the next generation of women leaders in science, technology, engineering, and mathematics by providing them access and opportunities to advance their skills and pursue their dreams. TechGirls is an initiative of the U.S. Department of State’s Bureau of Educational and Cultural Affairs and is administered by Legacy International.

- Since 2012, TechGirls has trained and mentored 528 teenage girls (ages 15-17) from Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian Territories, Tunisia, and Yemen.
- In 2019, the program expanded to include young women from Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan).
- In 2022, the program expanded again to support approximately 111 young women from 35 countries/territories and 25 U.S. peers in a dynamic four-week U.S.-based experience with an 8-month mentoring program. (This includes pre- and post-exchange activities and mentoring.)

**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 120 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 remotely in the Washington, DC metro area.

**PROGRAM COORDINATOR RESPONSIBILITIES.**

We are looking for an experienced professional with proven project management skills and international exchange experience, who cares deeply about empowering young women.

This person would oversee TechGirls activities in two regions of the world:

1. East Asia & Pacific (EAP) - Cambodia, Fiji, Indonesia, Mongolia, Taiwan & Vietnam;
2. Middle East & North Africa (NEA) - Algeria, Egypt, Jordan, Lebanon, Morocco, Palestinian Territories, and Tunisia.

Work as part of the TechGirls’ Administrative Team to:

- Set-up and manage the program as outlined in Legacy’s proposal including educational and cultural sites visits and logistics.
● Coordinate two regions (as noted above) working with the U.S. Embassies in each country as it relates to youth selection, pre-departure orientation, flights and escorts, community project tracking and alumni engagement.

● Select and orient “Local Engagement Coordinators” in each country who assist with youth selection, logistical arrangements for visa procurement, domestic travel, reimbursements, international travel and project mentoring.

● Work with Legacy’s community host partners (U.S.) and maintain program standards for host family selection, job shadow placements, community service components and panel discussions.

● Manage youth selection in your regions.

● Co-design and deliver curriculum for approximately 27 training days on topics of leadership development, and civic education, follow on-project planning.

● Responsible for co-planning and leading debriefs, learning games, individual and mentoring sessions to assist youths in maximizing their learning.

● Work closely with Legacy’s financial department on the budget and cash requests.

● Oversee air ticket purchasing for your region working with Ascon Travel.

● Contribute to program storytelling - writing impact stories, blog and social media content.

● Assist with DOS report writing pre and post program.

**Note:** During program delivery, the Program Coordinator travels with the exchange participants, serving as a facilitator, trainer, mentor, trip leader, and process monitor throughout the U.S. program.

**QUALIFICATIONS**

● Previous experience as a trainer in the following subjects: leadership development, civic education, global issues, and/or environment education.

● Previous experience working with youth in an educational or recreational setting (preferably residential such as a travel program or summer camp).

● Interest in current and past history and cultures of East Asia & Pacific (EAP) and Middle East/North Africa (NEA).

● Ability to work effectively as a member of a team including ability to seek/accept guidance and supervision as needed.

● Demonstrated ability to handle multiple tasks simultaneously, keep groups on schedule, and make appropriate adjustments as needed.

● Demonstrated ability to communicate clearly and effectively with others.

● Ability to establish priorities, respond to unanticipated needs, and work under pressure.

● Ability to mentor others and facilitate creative and self-motivated learning.

● Ability to motivate others to bring forth their talents and skills.

● Ability to communicate with the community at large and media as needed.

● Receptive to and knowledgeable of delegates’ cultural, spiritual, and personal needs.

● College graduate with at least one year of postgraduate professional experience.

● Stamina and ability to work long, active hours.

● Minimum age 23.

● U.S. Citizen or Permanent U.S. Resident.

● While COVID vaccination is no longer required, it is preferred.

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

● *Start Date & Workload:* This full-time position begins in late September or by October 2, 2023. Start date to be discussed at time of interview and confirmed at time of a hire offer.
- **Work Location:** Candidates who live in (or relocate to) *either* South Central Virginia or the Washington D.C. metro area will be considered. Staff living within commuting distance of either Legacy’s Bedford office or our DC area office can work entirely from Legacy’s office or have a hybrid option allowing for some remote work from home.
- Regional U.S. travel *over a three-week period with the participants* is *required* when exchange participants are in the U.S.
- During program delivery, time commitment expands to include 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 $43,000 (gross/pre-tax). (Negotiable within 40K range.)

*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.
- Extended Leave for Family or Medical Purposes - Full-time employees become eligible for up to twelve (12) weeks of this special leave after twelve (12) months of employment; subject to specific limitations and eligibility. Four of these weeks are in the form of *additional* paid leave to be used in combination with one’s regular paid leave benefits and/or unpaid leave.)
- Annual professional development support and stipend.
- Hybrid work environment and flexible work schedules, including temporary international remote work options (subject to specific team parameters)

**IMPORTANT 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. Ability and stamina to maintain a 10 to 16-hour days with a group ranging in size from 10-50 participants.
5. Cognitive ability to plan and conduct activity to achieve participant development objectives; to help delegates maximize personal, professional and experiential learning.
6. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed (during daily program activities, in hotel/dorm or on public transport)

7. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group.

8. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).

TO APPLY: Please visit WilloTalent at: https://app.willotalent.com/invite/b6Lkbd/. In Willo, you will upload your resume and answer four (4) 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 (Please note “TechGirls” in the subject line.)

Deadline to apply: September 4, 2023 (Rolling deadline. Our goal is to extend an offer as soon as possible.)

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.