



Program Manager International Youth Exchange

as of November, 2023, v4

[TechGirls](#) is a U.S. Department of State initiative and exchange program designed to inspire young women from 38 countries/territories 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.

The TechGirls Program Manager works with the support of the Program Director, in areas of overall grant management, regional coordination, and in-person program administration. We are looking for an experienced professional with *proven project management skills and international exchange experience*, who cares deeply about empowering young women.

As a TechGirls Program Manager:

- Collaborate with the Program Director to respond to ECA and embassy requests and needs
- Assist in organizing team tasks using accountability tools like Asana or another task management program
- Oversee online application system set-up and troubleshooting for application, review, and selection cycle
- Manage selection, orientation, and onboarding system for all flight chaperones
- Oversee development of participant onboarding and external-facing materials (i.e. program handbooks)
- Oversee storytelling priorities including social media, impact stories, and alumnae engagement, which may include the following:
 - Provide ECA program officer with updates on a monthly or bi-monthly basis
 - Oversee team members contributions to social media
 - Select and supervise Communications intern
 - Oversee Alumnae Advisory Council
- Collaborate with Program Coordinators on logistics and financial management needs including booking international and domestic air travel, hotels, buses, meals, meeting spaces
- Work in conjunction with Program Director and Legacy's financial team to maintain the project budget, request cash advances, and per diems. Assist with expense tracking and in-kind donations.
- Co-design and manage curriculum for TechGirls including pre-departure, in-program, and Community Action Project phases.
- Coordinate the Washington DC week events - speakers, panels, meetings, and sightseeing in conjunction with the team.
- Work with the Program Director to identify and set-up customized meetings as needed (funders, Embassies, media)

As a TechGirls Regional Coordinator:

- Coordinate one or two regions of the world 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.
- Oversee Community Action Project coaching of and implementation by TechGirls

As a TechGirls In-Person Program Administrator:

- Manage an hour-by-hour master schedule for the in-person program
- Collaborate with the Program Director to set the tone and problem solve for the entire staff team during the in-person program
- Coordinate staff team and daily work priorities during in-person programming
- Assist in the submission of required programmatic semi-annual reports on program delivery and successes
- Contribute to program monitoring and evaluation and summarizing feedback for DOS reports
- Work with Program Director to interview and select summer staff

Qualifications

- Previous experience managing exchange programs or similar complex projects involving multiple cross-cultural dimensions and stakeholders.
- Equivalent to graduation from a four-year college or university. Graduate level degree preferred.
- Previous full-time work experience of more than 5 years.
- Proven culturally sensitive communications, and interpersonal skills - written and verbal.
- 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).
- 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.
- 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 external stakeholders and media as needed.
- Receptive to and knowledgeable of delegates’ cultural, spiritual, and personal needs.

- Stamina and ability to work long, active hours during periods of program delivery.
 - U.S. Citizen or Permanent U.S. Resident.
 - COVID vaccination is required. (People who require a medically indicated exemption will be considered.)
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Work Load, Start Date, Work Location & Travel Requirements

- Start Date & Workload: This full-time position begins in December, 2023 (preferred) or January, 2024. *Start date to be discussed at time of interview and confirmed at time of a hire offer.*
 - Work Location: Candidates can live anywhere in the continental U.S. while working remotely during Eastern Time. If you live within commuting distance of Legacy's Bedford, VA office OR our DC area office, you 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. in the summer. This requires residing in the same hotels or dorms the TechGirls are living in. (Private accommodations.)
 - During program delivery, time commitment expands to include evenings and weekends.
 - Some additional regional and international travel may also be required.
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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 \$53,000 (gross/pre-tax). (Negotiable within mid-\$50 K 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 \$3500 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 twelve 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.
- Remote or hybrid work environment options and flexible work schedules, including temporary international remote work options (subject to specific team parameters)

Essential Functions (Physical & MESH)

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 30-100+ participants.
5. Ability to self-regulate one's emotions and has skills to manage an emotional or heightened situation.
6. Cognitive ability to plan and conduct activity to achieve participant development objectives; to help delegates maximize personal, professional and experiential learning.
7. 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)
8. Ability to operate essential office equipment needed to carry out responsibilities (i.e. LCD projector, telephone, digital camera, computer, scanner, copy machine.)

TO APPLY: Please visit Willotalent at: <https://app.willotalent.com/invite/x6ciHf/>. In Willot, 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? staff@legacyintl.org (Please note "TechGirls" in the subject line.)

Deadline to apply: December 22, 2023. *If interested, please apply before this deadline! We will interview on a rolling basis.*

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.