



International Program Development & Communications Internship with Professional Fellows Program

March 4 – June 21, 2024

(Dates subject to adjustment and discussed at time of interview.)

[Legacy International](#) is offering a 4-month internship. Meaningfully contribute to the [Professional Fellows Program \(PFP\)](#). This is a part time, remote volunteer internship with a hybrid option for those based in the Washington, DC metro area. (Open to 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 that leads to peaceful, sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from more than 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 in the Washington, DC metro area as well remotely in other U.S. states. We have a relaxed dress code and flexible scheduling.

General Responsibility.

For a young professional interested in *international exchanges, monitoring and evaluation, events/logistics and social media/storytelling*, Legacy can offer a way to meaningfully contribute as part of Legacy's [Professional Fellows Program](#), team providing program support during the design, delivery and wrap-up phases for PFP's delegation from The Middle East and North Africa (MENA). (**Spring dates for US-based program – May 7- June 14, 2024**)

Responsibilities may include:

- Events/logistics/curriculum support in preparation for and during the 2024 Spring PFP program
- Support the PFP monitoring and evaluation process; as well as curriculum development for PFP follow on projects training.
- Support efforts with alumnae and partner engagement opportunities; Work on alumni and partner engagement communications.
- Support the application review and selection process for future PFP cohort utilizing an online application system.
- Work with the Social Media Team to develop and edit weekly social media posting calendars. Pre-load social media content.

- Develop marketing tools and communication pieces to be used with engaging our current audience and potential new partners.
- In addition, you may support [TechGirls](#) or [On Demand Youth Leadership Program](#)

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.

Schedule & Compensation.

- Stipend/honorarium of \$2000. Public transport stipend is provided for those who choose a hybrid internship.
- Weekly schedule is Monday through Friday, 15-20 hours/week. Schedule and workload to be determined by mutual agreement with one's supervisor which is initially explored at the time of interview.
- Some weekend and evening hours may be possible to take advantage of learning opportunities during U.S. program delivery in May and June.

Work Location: This is a virtual internship with a hybrid option for those residing in the DC Metro area. At minimum, candidates must be based in the continental U.S.

Essential Functions.

1. Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
2. Cognitive and communication abilities to support complex events.
3. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect exchange participants.
4. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed
5. Ability to operate essential office equipment needed to carry out responsibilities (i.e. phone, computer, copy machine)

TO APPLY:

Step 1: To streamline our hiring process, we use [WilloTalent](#). 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.

Step 2: Legacy staff will be in touch with you within 5-10 business days after your *Willo* submission.

Deadline: February 2, 2024 (Will consider candidates after this date if unfilled; rolling.)

Questions: Contact Leila Baz, HR Manager at staff@legacyintl.org noting “PFP Internship” in the subject line.

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.