

2024 Resident Advisor / Group Leader

Candidates will be reviewed on a rolling basis as applications are received. Apply as soon as possible, before May 17! (As of April 22, only 2 out of the 12 positions remain open.)

Are you...?

- Looking for an exciting, short-term role and want to be part of a small team making a big difference?
- Someone who believes in empowering young women with the skills needed to excel in STEM and who loves building cross-cultural understanding?



[TechGirls](#) is a U.S.-based summer exchange program designed to empower and support young women (ages 15-17) from the United States and 37 countries around the world to pursue higher education and careers in science, technology, engineering, and math (STEM) fields through hands-on skills development training. TechGirls is an initiative of the [U.S. Department of State's Bureau of Educational and Cultural Affairs](#) and is administered by Legacy International.

In 2024, the program will support 111 young women from 37 participating countries/territories and 17 U.S. peers in a dynamic four-week U.S.-based experience (July - August) with a seven-month mentoring program (including pre-and post-exchange).

This summer, we will hire 12 women who are energetic, passionate and organized people with the ability to build community and to facilitate a fast-paced exchange program. TechGirls' Resident Advisors/ Group Leaders should also be resilient and calm under pressure, highly collaborative, able to develop good working relationships with people, generous, and supportive. **Please note U.S. citizenship or permanent residency is required to apply.** You will gain valuable skills in international exchange program management and practice international relations and development in a real-world setting.

Primary responsibilities:

- Serve as one of twelve Resident Advisors as part of the 17-member team for 111 international teens and 17 U.S. teens. The staff create a safe, secure, and rich learning environment.
- Team up with 2 other RAs to mentor and guide 30-32 girls in your "pod" throughout the 3+ week intensive program, assisting individual girls to meet the demands of the program.
- Guide students through an arc of leadership development as they integrate the lessons from a variety of guest speakers, technical instruction and, most importantly, the lessons they learn from one another.

- Assist in facilitating 4-5 leadership clinics, group-building and orientation activities, cultural sharing sessions, activity and reflections circles, and university/career readiness workshops.
- Throughout the three+ week experience, assist students through community-based project planning sessions and capstone program preparations.
- First Aid Captain - four of the RAs are certified in First Aid and CPR and help monitor and support the girls in their “pod” to stay healthy during the program. They work in close collaboration with our nurse on call.

Secondary responsibilities include:

- Monitoring youth participation, providing an encouraging and supportive environment;
- Assisting with general program support including event/meeting set-up, communications with program providers, assisting with logistics (procuring supplies, getting food, getting laundry done, errands);
- Daily health monitoring. Collaboration with a health specialist to model, uphold, and monitor health protocols and guidelines for your “pod”; and
- Escorting and monitoring group on outings.

Key Dates and Workflow: This is a temporary, full-time position from **June 24 to August 5, 2024**. (Dates are subject to adjustments).

- June 24-28: Virtual Staff Training
- July 7-12: In-person staff training and program set-up at Virginia Tech, Blacksburg, VA
- July 12-14: Assist with arrivals in Washington, DC (near IAD), or set up at Virginia Tech
- July 14-26: Virginia Tech Program, Blacksburg, VA
- July 26-31: TechGirls go off to six communities across the USA. RA's may accompany girls or take time to close down Virginia Tech dorms and prepare for Washington DC
- July 31-August 4: Program wrap-up in Washington DC
- August 5: Youth and Staff departures

Qualifications - Our Leaders are:

- Previous resident advisors or have experience leading groups of teens;
- Ages 20 and older (Rising college juniors or seniors may apply);
- Professional, flexible, resilient, resourceful, and proactive;
- Good decision makers, able to establish and change priorities according to needs of participants/program;
- Possess prior peer leadership experience and enjoy spending time with high school students;
- Strong facilitation and/or group building skills;
- Excellent written and oral communication skills and a high level of social and emotional intelligence;
- Have a passion for tech and gender empowerment and come from a wide variety of backgrounds (*You do not need to have a STEM or tech background to be a great addition to the team*);
- Willing to put their participants’ learning and development ahead of their own experience;

- Willing to work in an intensive, cross-cultural environment with limited personal time;
- Prior international travel is a plus but not required; and
- Ready for an intense, challenging, and rewarding summer!
- First Aid and CPR certification is a plus, but not required.
- U.S. citizenship or permanent residency is required.
- NOTE: Given that the COVID virus can become prevalent and impact a person's participation, we highly recommend COVID vaccinations/boosters prior to joining TechGirls. Proof will not be required. (More details provided upon request or during orientation.

Essential Functions:

- Ability to effectively communicate with youth and staff, and to provide necessary instruction and training.
- Visual and auditory ability to identify and respond to environmental and other hazards.
- Cognitive and communication abilities for large, complex event management.
- Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).
- Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

Compensation: \$2000* (pre-tax / gross).

- * Additional stipend is offered to staff who agree to serve as First Aid Captains (and have current first aid certification) OR experienced, returning staff.
- *Housing and meals* throughout staff training and program delivery, while on duty with the program, are covered. At Virginia Tech, you will be housed in a dormitory in a single occupancy room. While in hotels in Washington DC you will share a room with one other staff member.
- *Transportation, admission fees and other associate program costs* while traveling with the group staff and participants are also covered.
- *Transportation to job location* - this is negotiated at the time an offer is extended.

TO APPLY

To streamline our hiring process, we use [WilloTalent](https://app.willotalent.com/invite/yQKFkv/). (<https://app.willotalent.com/invite/yQKFkv/>) In Willo, you will upload your resume and answer 5 questions from a quiet place of your choice. It is user friendly and you have several chances to do retakes.

Deadline: As of April 22, there are two openings left. **We encourage you to apply as soon as possible in order to be considered.** Candidates are reviewed on a rolling basis as applications are received.

Questions prior to applying?: staff@legacyintl.org. (Please note "TechGirls" in the subject line.) If you run into technical issues, please use the help function in WilloTalent.

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 factors.