



## International Program Development & Communications Internships

**September 23 – December 13, 2024**

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

[Legacy International](#) is offering two 3-month internships with [TechGirls](#). Meaningfully contribute to this dynamic international youth exchange initiative. Two internship “tracks” are available:

1. Track A: International Exchange intern focuses on program development, monitoring and evaluation; or
2. Track B: Communications intern focuses on social media, marketing and storytelling.

These are remote internships 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 120 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 team members working in the Washington, DC metro area and across the U.S.

[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 STEM.

**General Responsibilities:** For young professionals interested in *international exchanges*, Legacy can offer a way to meaningfully contribute as part of the [TechGirls](#) team. See how impactful, transformative international exchanges are developed. Support Legacy’s staff under supervision of the TechGirls Program Managers in the following ways:

**Track A - International Exchange intern focuses on program development, monitoring and evaluation:**

- Support the 2024 TechGirls monitoring and evaluation process; as well as curriculum development for TechGirls post-program follow-on projects.
- Support alumnae engagement opportunities including TechGirls TechTalks, virtual

meetupings, etc.

- Promote the 2025 TechGirls program and recruitment. 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 2025 TechGirls cohort utilizing an online application system.
- Events/logistics/curriculum support in preparation for the 2025 TechGirls program.

**Track B** - Communications Intern focuses on social media, marketing and storytelling:

- Support Legacy's social media team to gather and share alumnae stories
- Promote the 2025 TechGirls program. This may include creating visual and written content for Facebook, Twitter, and Instagram using design tools such as Canva.
- Develop and update communication materials for alumnae, prospective participants, community partners, and U.S. Embassies.
- Design training materials, providing administrative and logistical support, and creating and distributing surveys and evaluations.
- Assist in alumnae engagement through assisting in the design of alumnae newsletters, quarterly updates and event support.
- Support the application review and selection process of the 2024 TechGirls cohort utilizing an online dashboard portal system.

**Key Qualifications.** *Successful interns possess:*

- 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 platforms such as Google Drive, Canva and Learning Management Systems (e.g. TalentLMS or Canvas)
- experience facilitating virtual events/meetings
- *For Track A:* strong attention to detail and logistics capabilities
- *For Track B:* strong storytelling skills with an ability to create visual designs and written content

**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.

**Hours & Compensation.**

- These internships pay a stipend of \$1500 for the three-month period. (*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:** These are virtual internships (U.S.-based candidates only).

**Essential Functions.**

- Ability to effectively communicate via varied communications platforms used in planning and executing exchanges (Google Drive, Dropbox, Zoom, Skype, Instant Messenger, etc.)
- Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
- Cognitive and communication abilities to support complex events.

**TO APPLY:** To streamline our hiring process, we use [WilloTalent](https://app.willotalent.com/invite/mg2zkj/). (<https://app.willotalent.com/invite/mg2zkj/>) 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. Legacy staff will be in touch with you within 5-10 business days after your *Willo* submission.

**Deadline:** For priority consideration please apply by September 6, 2024 (*Rolling*; application open until filled.)

**Questions?** Email Nix Bradly, HR Manager, [staff@legacyintl.org](mailto:staff@legacyintl.org)

*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.*