



International Program Development & Communications Internship with Professional Fellows Program February 3rd – May 30th, 2025

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

[Legacy International](#) is offering a 3-month internship, with the possibility to extend into June. Meaningfully contribute to the [Professional Fellows Program \(PFP\)](#). This is a part time, hybrid internship for those based in the Washington, DC metro area. (Open to U.S.-based candidates.)

We are looking for a young professional who is passionate about expanding their knowledge and experience in international relations, cross-cultural exchange, and public diplomacy. This spring, join the Professional Fellows Program team at Legacy International, where you'll play a key role in coordinating an immersive 5.5-week program for 50 professionals from Algeria, Egypt, Lebanon, Morocco, and Tunisia, ages 25-40. As an intern, you'll gain hands-on experience in implementing U.S. Department of State exchange programs and build expertise in cross-cultural relations — a powerful investment in your future.

If you're an undergrad or graduate student in the Washington, DC area, don't miss this chance to dive into a dynamic, real-world learning experience that can truly set you apart in your career goals!

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.

The Professional Fellows Program is sponsored by the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working in the Washington, DC metro area as well as remotely in other U.S. states. This position has a high level of schedule flexibility, as well as a team culture of acceptance and comradery.

General Responsibility

For a young professional interested in *international exchanges, monitoring and evaluation, event planning/logistics and social media/storytelling*, Legacy can offer a way to meaningfully contribute as part of the [Professional Fellows Program \(PFP\)](#), 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 20 - June 17, 2025)

Responsibilities may include:

- Event planning and logistics support in preparation for and during the 2025 Spring PFP program, such as researching learning opportunities and events that focus on entrepreneurship, community development, and economic empowerment in Washington, D.C.
- Gain hands-on insight into the monitoring and evaluation process of the PFP program, such as garnering feedback from participants and partner organizations to tailor the program to their needs.
- Showcase your creativity by designing weekly social media content in Hootsuite; be part of storytelling strategy team; curate content for impact stories by engaging with Fellowship host organizations and prior Fellows on LinkedIn
 - If skilled in wordpress, optimize and improve the PFP website
- Produce and enhance marketing tools and communication pieces to be used to engage our current audience and potential new partners
- Investigate potential host organizations in non-profit organizations, private sector businesses, academic institutions and government offices for an individually tailored professional development experience.
- Create orientation materials using Canva and other graphics platforms for virtual orientations. Gain knowledge of the program orientation by observing the virtual group building process.
- Play a vital role as a citizen diplomat by assisting with in-person programming May 20th-24th to help participants acclimate during program orientation.
 - Build connections with participants and assist in helping them navigate their stay in the U.S.
 - Provide authentic hospitality to participants, enriching their American cultural experience with warmth and welcoming support
 - If internship extends into June, be part of our team that hosts a group of 12 Fellows in Washington, D.C. and would be involved in networking and social events with the Fellows

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. In addition, you may have opportunities to assist in TechGirls or On Demand Youth Leadership Program, two of our other prestigious international exchange programs.

Schedule & Compensation.

- Stipend/honorarium of \$2000.
- Extension of internship length into June is possible and discussed at the time of interview.
- 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 hybrid internship for those residing in the DC Metro area. We have an office in a vibrant co-working space in Washington DC.

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: January 17th, 2025. We encourage applicants to apply early to avoid missing this opportunity.

Questions: Contact Nix Bradly, 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.