



1020 Legacy Drive
Bedford, VA 24523
Phone: (540) 297 5982
www.legacyintl.org

Program Coordinator – Professional Fellows Program (PFP)

Location: Washington, DC (Hybrid work arrangement possible)

Salary: Starting at \$45,000 (negotiable based on experience)

[Legacy International](#) offers an amazing opportunity to use your organizational skills and engage in cultural diplomacy by working with a dynamic, in-person exchange program. Join our team as a **Program Coordinator** for the [Professional Fellows Program](#) (PFP), and work with adult professionals from the MENA region. PFP empowers young professionals from the Middle East and North Africa (MENA) to develop their skills in economic empowerment and civil society development. We are looking for a detail-oriented person with excellent communication skills and an interest in the MENA region and international exchange programs.

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 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 employees also working remotely across the USA. ***This position is for those living in or relocating to the Washington, DC metro area.***

Professional Fellows Program (PFP)

The [Professional Fellows Program](#) (PFP) for Economic Empowerment in the Middle East and North Africa is a two-way exchange program sponsored by the U.S. Department of State and designed to promote mutual understanding, enhance leadership and professional skills, and build lasting, sustainable partnerships between mid-level emerging leaders committed to strengthening their communities through social entrepreneurship and workforce development. PFP Fellows are placed in intensive U.S.-based fellowships in non-profit organizations, private sector businesses, and government offices for individually tailored professional development experiences. They build broad networks with American and other participant colleagues as they develop a deeper understanding of U.S. society and enhance their professional skills. American participants who have hosted international Fellows travel overseas for participant-driven reciprocal programs.

Position Overview

Legacy International seeks a **detail-oriented Program Coordinator** passionate about community development and international exchange. This role supports all aspects of PFP implementation, including logistics, participant support, curriculum development, and storytelling.

Key Responsibilities

Logistics & Coordination:

- Ensure the program runs smoothly by planning and managing the logistics for in-person exchange programs, including schedules, air and ground transportation, accommodations, meals, event planning, and other logistical needs.
- Research and schedule cultural outings and volunteer projects.

Participant Selection and On-boarding:

- Coordinate the application processes, including updating application questions, managing the application portal, and responding to applicants' questions.
- Assist with screening and selecting program participants in collaboration with the team.
- Facilitate the on-boarding of new Fellows, such as collecting bio and passport data for visa processing, and gathering information for determination of city placements or special needs.

Program Design & Training:

- Collaborate on the design of activities to support program objectives, enhance program quality and increase participant success.
- Coordinate asynchronous pre-program orientation through Legacy's learning management system (LMS).
- Collaborate with the team to deliver pre-program synchronous virtual sessions on leadership, cross-cultural understanding, and project planning.

Exchange Experience:

- Provide an open environment and demonstrate hospitality.
- Be on-call during program delivery to address participant needs, cultural adjustment issues including (but not limited to) health care issues that may arise.
- Facilitate problem solving among Fellows.
- Alumni engagement - assist team in maintaining meaningful alumni interactions such as application review panels, virtual forums, WhatsApp groups etc.

Communication & Storytelling:

- Create social media content and blog posts highlighting program impacts.
- Design infographics and materials to showcase program outcomes and successes.
- Maintain up-to-date program information on the website.

Budgeting & Reporting:

- Coordinate closely with the financial team to track program expenses and manage the program budget.
- Coordinate the distribution of funds to exchange participants.
- Provide participant data reports as requested by Legacy or US Department of State.

Program Support:

- Assist with creating and editing a range of program materials, written documents, and spreadsheets.
- Work with the team to track and report participant project goals and objectives. Manage electronic systems used to track and report on program goals.
- Organize and update program materials and participant data.
- Work with the Program Director to develop and deliver outbound programs to four MENA countries. Assist with program logistics as needed.
- Supervise and monitor the program intern.

Qualifications

Required:

- Strong organizational and critical-thinking skills with attention to detail.
- Experience managing logistics for events or programs.
- Interest in MENA history and culture.
- Excellent interpersonal, written, and presentation skills.
- Experience with social media and blog writing in a professional setting.
- Bachelor's degree (or equivalent experience) received before December 2024.
- Authorization to work in the U.S. and willingness to travel domestically and internationally.

Preferred:

- International travel experience, especially in the MENA region.
- Knowledge of Arabic or French.
- Training or teaching experience in leadership development or civic engagement.
- Familiarity with the Washington, DC metro area.

Workload & Benefits

- **Start Date & Workload:** This full-time position begins in late January/early February, 2024 (preferred). *Start date to be discussed at time of interview and confirmed at time of a hire offer.*
- **Work Location:** ***Candidates living in the Washington DC metro area or willing to relocate are preferred*** If you live within commuting distance of 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 May/June. This requires residing in the same hotels or dorms the participants are living in. (Private accommodations.)

- During program delivery, time commitment expands to include evenings and weekends.

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 \$3600 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 and 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. Cognitive ability and experience to help delegates maximize personal, professional and experiential learning.
5. Ability and stamina to maintain a 12 to 14-hour days with a group ranging in size from 10-50 participants during program delivery.
6. Ability to self-regulate one's emotions and has skills to manage an emotional or heightened situation.
7. Cognitive ability to plan and conduct activity to achieve participant development objectives.
8. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed.
9. Ability to operate essential office equipment needed to carry out responsibilities (i.e. phone, computer, copy machine).

To Apply Please visit Willotalent at: <https://app.willotalent.com/invite/2nkW5h/>

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.

Questions? Contact Nix Bradly, HR Manager at staff@legacyintl.org (Please note "PPF" in the subject line.)

Deadline: Apply now. We are interviewing on a rolling basis and hope to fill the position by the end of January, early February.

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.