



## **International Program Development & Communications Internship with Professional Fellows Program February 2nd – May 29th, 2026**

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

[Legacy International](#) is offering a 4-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 26 professionals from Algeria, Egypt, 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.**

At [Legacy International](#), we are a dedicated group of people committed to elevating the next generation of leaders through education, entrepreneurship, and meaningful dialogue. By fostering practical skills and innovation, we equip individuals with the tools needed to strengthen their communities and drive real-world impact. These endeavors require long-lasting relationships with dedicated leaders of all ages across the globe. Through collaboration rooted in shared values—integrity, responsibility, and respect—we cultivate a legacy of leadership and service that endures across generations. We are headquartered in Bedford, Virginia with additional employees working in the Washington, DC metro area and across the United States.

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:** April 15 to May 21, 2026 (subject to adjustment).

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 community development, youth empowerment, and public administration 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 in April-May 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
  - Be part of our team that hosts a group of 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.
- 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 April and May.

**Work Location:** This is a hybrid internship for those residing in the DC Metro area.

**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 12th, 2026. We encourage applicants to apply early to avoid missing this opportunity.

**Questions:** Contact Nix Bradly, HR Manager at [staff@legacyintl.org](mailto:staff@legacyintl.org) noting “PFP Internship” in the subject line.

*Legacy International is committed to a merit-based, equal opportunity employment policy that ensures all applicants and employees are considered fairly and in accordance with federal, state, and local laws. Our hiring decisions are based on qualifications, skills, and experience, ensuring a workforce driven by excellence and achievement. We uphold fair hiring practices that support a strong, skilled, and creative workforce, enabling qualified individuals from many backgrounds to contribute to our shared success.*