

Tech Youth Program Coordinator

International Youth Exchange

Position	Program Coordinator
Employment	Full-time beginning October or November 2026
Location	Remote within the continental United States; regular availability during Eastern Time business hours
Travel	Approximately three weeks of required U.S. travel during the summer exchange; some additional travel may be required
Salary	\$45,000 pre-tax (negotiable based on qualifications and experience)

About Tech Youth

Tech Youth is an initiative of the U.S. Department of State's Bureau of Educational and Cultural Affairs, administered by Legacy International with Virginia Tech's Center for Engineering Excellence and Discovery and Global Ties organizations across the United States. Each 15-month cycle serves approximately 90 high school aged participants: 24 from the United States and 66 from 12 other countries. Virtual preparation, a 20-day U.S. exchange, Community Action Projects, and follow-on engagement build technology, entrepreneurship, leadership, and workforce-readiness skills while introducing American innovation, civic life, and culture.

About Legacy International

Legacy International is a nonprofit with more than 40 years of experience delivering leadership, professional, and youth exchange programs. Headquartered in Bedford, Virginia, with staff across the United States. Legacy International brings together passionate professionals dedicated to empowering emerging leaders via educational initiatives, entrepreneurship, and active dialogue. By emphasizing actionable skills alongside innovation, we prepare youth to enhance their local communities and generate tangible outcomes. Legacy emphasizes collaboration, respect, innovation, flexibility, personal responsibility, and continuous learning.

Position Summary

The Tech Youth Program Coordinator is a key member of the Tech Youth leadership team and works closely with the Program Director and Program Manager to manage implementation across the program's 15-month cycle. The Program Coordinator has primary responsibility in several program areas, including the coordination of participant application and onboarding systems and Community Action Project implementation within eight countries. This role also manages operations for two-three Global Ties Organizations for the community immersion segment, manages key components of U.S. program logistics, and designs and maintains participant tracking systems for pre-program data collection. The Program Coordinator works closely with the Program Director, Program Manager, Legacy International staff, ECA, U.S. Embassies, Local Engagement Coordinators, and U.S. program partners to maintain program quality,

meet established timelines and deliverables, and provide participants with a consistent and well-coordinated program experience.

Key Responsibilities

- Manage an eight-country portfolio, serving as the primary day-to-day contact for assigned U.S. Embassies and Local Engagement Coordinators.
- Coordinate participant recruitment, selection, documentation, orientation, visa and travel preparation, and onboarding; help deliver training for Local Engagement Coordinators across all 12 countries.
- Maintain accurate participant records, forms, deadlines, and tracking systems, following up proactively when information or deliverables are missing.
- Serve as operational contact for assigned Global Ties partners during Community Immersion, tracking plans, calendars, logistics, and partner deliverables.
- Coordinate ground transportation, program supplies, rooming information, participant data, and communications related to international flights.
- Track expenses and support cash advances, per diem, reimbursements, reconciliation, and documentation for assigned activities and Local Engagement Coordinators.
- Deliver orientations and training, and coordinate Community Action Projects in assigned countries, including participant guidance, coaching, progress tracking, and reporting; contribute data and program information to evaluation and reporting.
- **Note on Summer Program Delivery:** For the approximately 3–4 weeks when the exchange program is implemented in person, the Program Coordinator works on the ground alongside the Tech Youth team—traveling with participants and serving as a facilitator, trainer, mentor, and logistics lead throughout the program.

Qualifications

- Bachelor's degree or an equivalent combination of postsecondary education, training, and relevant professional experience.
- At least three years of relevant professional experience, preferably with international exchange, youth programs, education, events, or other complex multi-stakeholder projects.
- Strong organizational and project-management skills, with the ability to manage multiple workstreams and detailed schedules through completion.
- Excellent written, verbal, interpersonal, and cross-cultural communication skills.
- Experience working with youth in an educational, recreational, residential, travel, or summer setting strongly preferred; training or facilitation experience is also valued.
- Ability to prioritize, anticipate needs, solve problems, work collaboratively, communicate proactively, and remain effective under pressure.
- Sound judgment, appropriate professional boundaries with youth, and responsiveness to participants' cultural, spiritual, dietary, accessibility, and personal needs.
- Skilled in using spreadsheets, databases, messaging platforms, scheduling tools, and other technology for program information and real-time logistics.
- **U.S. citizen or permanent U.S. resident.**

Work Schedule and Travel

This is a full-time position expected to begin in October or November 2026. The position may be performed remotely from anywhere in the continental United States, with regular availability during Eastern Time business hours. Approximately four weeks of regional U.S. travel is required during the summer exchange. The Program Coordinator resides in the same hotels or residential facilities as participants and staff, with private accommodations provided. During the U.S.-based program and other intensive periods, the schedule includes early mornings, evenings, weekends, and extended program days that may reach 12 to 14 hours. Some additional domestic or international travel may be required.

Salary and Benefits

Salary: \$45,000 (negotiable based on qualifications and experience).

Benefits include:

- A Health Reimbursement Arrangement providing up to \$5,100 annually in tax-free reimbursement for qualified medical expenses, beginning after three months and subject to eligibility requirements.
- A flexible paid-leave policy totaling 224 hours, or 28 eight-hour days, annually for full-time employees, inclusive of vacation, holidays, and sick leave.
- Extended family or medical leave for eligible employees after 12 months, including up to four weeks of additional paid leave within the 12-week provision.
- Annual professional-development support, remote or hybrid work options, and flexible scheduling, including limited temporary international remote work subject to organizational parameters.

How to Apply

Apply through Willotalent: <https://app.willotalent.com/invite/n9MqK7/>

Applicants will upload a resume and respond to four recorded questions. Applications will be reviewed on a rolling basis, and interested candidates are encouraged to apply promptly. Questions may be directed to Nix Bradly, HR Manager, at staff@legacyintl.org with “Tech Youth” in the subject line.

Legacy International is committed to merit-based, equal employment opportunity. Hiring decisions are based on qualifications, skills, and experience and are made in accordance with applicable federal, state, and local laws.