2021 TechGirls
JOB DESCRIPTION - Program Assistant
June 14 - August 11, 2021
(Dates include orientation, program set-up, program delivery & wrap-up.)

TechGirls is a U.S. Department of State initiative and exchange program designed to inspire young women from Central Asia (CA), the Middle East and North Africa (MENA) and U.S. to pursue higher education and careers in technology through hands-on skills development. It is administered by Legacy International in partnership with Virginia Tech University's Center for Enhancement of Engineering Diversity.

Program Overview: http://www.legacyintl.org/our-programs/techgirls/   Learn about our past virtual 2020 TechGirls Program: https://www.legacyintl.org/techgirls/program/2020-techgirls-virtual-camp/

The Program Assistant will work as part of the TechGirls team serving 105 teens (36 from Central Asia, 49 from the MENA region, and 20 U.S. teens). Together, this team will create a safe, secure, and rich learning virtual environment. The Program Assistant supports the Program Coordinators and TechGirls learning together throughout the virtual program.

Primary Responsibilities:
The TechGirls Program Assistant provides general support, assisting the administrative team to communicate schedules, manage daily needs as they emerge, assist with photo documentation and storytelling, administer surveys and be responsive should a Virtual Trainer have specific needs. This may include virtual event/meeting set-up, communications with program providers, announcements/alerts to the girls about the next day's schedule, etc.

Qualifications:
We are looking for an energetic, passionate and organized person with: the ability to juggle competing, numerous priorities; is resilient and calm under pressure; caring, warm and friendly; highly collaborative and able to develop good working relationships with people both internally and externally at all levels; generous and supportive.

Our Leaders:
- Are professional, flexible, resilient, resourceful, and proactive;
- Good decision makers, able to establish and change priorities according to needs of participants/program;
- Prior peer leadership experience and enjoy spending time with high school students;
- Strong curriculum development, facilitation and group building skills;
- Excellent written and oral communication skills and a high level of social and emotional intelligence;
- Have a passion for tech and gender empowerment and come from a wide variety of backgrounds;
- Are willing to put their students' learning and development ahead of their own experience;
- Willingness to work in an intensive, cross-cultural environment with limited personal time;
- Are ready for an intense, challenging, and rewarding summer;
- Virtual programming/facilitation experience preferred

Essential Functions
- Ability to effectively communicate with youth and staff, and to provide necessary instruction and training;
- Visual and auditory ability to identify and respond to environmental and other hazards related to area;
- Cognitive and communication abilities for large, complex event support.

WORKFLOW: This is a temporary position for 8.5weeks this summer.

PROPOSED VIRTUAL PROGRAM	
Date	**Event**
Monday June 14- Friday 18	**Specific Training on Social Media and administrative work period**
Monday Jun 21- Friday June 25	**Staff training - virtual**
Monday June 28 – Friday July 2 , 2021	**Part 1**
Monday July 5- Friday July 9, 2021	**Part 2**
Monday July 12- Friday July 23, 2021	**Part 3 Virginia Tech - instructional courses-2 weeks**
Monday July 26- Thursday July 29 (Break for Eid al Adha July 30)	**Part 4**
Monday August 2- Friday August 6	**Part 5**
Monday August 9 - Closing Summit - Tuesday August 10	**Closing Virtual event - Wrap up work - social media posts, surveys**
August 11	**Staff Debrief**
IN-PERSON PROGRAM (TENTATIVE WINTER 2022) The entire TechGirls Cohort of 105 students will come to Washington DC for an 8 night, 9 day program. Summer staff who are available will join us on the ground.	

COMPENSATION: $2,000 for the summer (pre-tax / gross; negotiable)

TO APPLY: Send a cover letter and resume with "TechGirls" in the subject line to: Leila Baz, HR Manager, staff@legacyintl.org. **Deadline:** April 12, 2021