



JOB DESCRIPTION - Logistics Coordinator

June 1- August 15, 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, 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.

OVERVIEW: <http://www.legacyintl.org/our-programs/techgirls/>

We are looking for an energetic, passionate and organized person with the ability to juggle competing, numerous priorities. This person should also be resilient and calm under pressure, highly collaborative, able to develop good working relationships with people both internally and externally at all levels, generous and supportive. (As Logistics Coordinator, this could be a “gateway” to possible longer term work with a great NGO.)

GENERAL RESPONSIBILITIES

- Project Management: working in collaboration with the year-round TechGirls team, ensuring the smooth running of this summer program. Make sure logistical “gears” are flowing smoothly:
 - Coordinate the communications with all participants and staff regarding schedule and insure all LMS courses are tested and ready to go.
 - Manage specific events - Career Fair, Home hospitality days, Hokie Wellness sessions, Project planning mentoring sessions with TechWomen and TechGirls Alumnae
 - daily communications
 - procuring supplies
 - organize staff meetings and check ins
 - help troubleshoot any youth technical issues

- Serve as part of a 12-member 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 virtual learning environment.

LOCATION: Work is primarily remote.

KEY DATES & WORKFLOW: Summer 2021

PROPOSED VIRTUAL PROGRAM	
Date	Event
Tuesday June 1- Friday 18	On-boarding, 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, D.C. for an 8 night, 9 day program. Summer staff who are available will join us in DC. Logistics Coordinator - Please note that if you are available to coordinate this event, you would join the team for one month prior to the DC experience and stay on for 1 week after events. Total work period is 2 months.	

Qualifications

- Professional experience in international exchange, or with youth programs in general;
- Proven ability to establish work priorities, respond to unanticipated needs, work under pressure;
- Ability to work as part of a collaborative team;
- Ability to manage fiscal responsibilities related to the program;
- Possess strength and endurance required to manage a travel program;
- U.S. citizen or permanent resident;
- U.S. driver's license with a good driving record (to qualify for driving - at least 25 years old);
- First aid & CPR certified (preferred but not required);
- Excellent written and oral communication skills;
- Demonstrated enthusiasm and strong social skills when interacting with others;
- Possess passion for tech and gender empowerment;
- Prior youth work a plus;
- Prior international travel a plus;
- Prefer candidates who are based in DC or Virginia.

Our Leaders

- Are professional, flexible, resilient, resourceful, and proactive;
- Are caring, warm, and friendly;
- Genuinely enjoy spending time with high school students;
- Have a high level of social and emotional intelligence;
- Have strong group building and facilitation skills;
- Are willing to put their students' learning and development ahead of their own experience;
- Are ready for an intense, challenging, and rewarding summer;
- Come from a wide variety of backgrounds;
- Are, above all, educators and facilitators.

Essential Functions

1. Ability to effectively communicate with youth and staff, and to provide necessary instruction and training; Cognitive and communication abilities for large, complex on-line event management

2. Visual and auditory ability to identify and respond to any hazards
3. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine)

Compensation: \$6,500 for summer (pre-tax / gross; negotiable) and an additional \$5,200 for the DC experience if the hired candidate can fulfill this portion as well.

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

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. Legacy will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008.