



JOB DESCRIPTION - VIRTUAL TRAINERS

June 21- August 11, 2021

(Dates include orientation & planning, program delivery & wrap-up.)

TechGirls is a U.S. Department of State initiative and exchange program designed to inspire young women ages 15-17 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/> Learn about our past virtual 2020 TechGirls Program: <https://www.legacyintl.org/techgirls/program/2020-techgirls-virtual-camp/>

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 Virtual Facilitator this could be a "gateway" to possible longer term work with a great NGO).

GENERAL RESPONSIBILITIES

Responsible for communications with all youths, making sure they access the system, can fulfill assignments and troubleshoot any technical issues. Delivers fun, interactive activities in synchronous sessions and facilitates asynchronous curricula with Legacy's Learning Management System (LMS), "TalentLMS", while overseeing the overall youth experience.

- Take 10-16 TechGirls through orientation activities; 4-5 leadership clinics; group-building sessions; cultural sharing sessions; activity and reflections circles; university/career readiness workshops.
- Guide students through community-based project planning sessions and capstone program preparations.
- Maintain overall awareness of both group and individual dynamics, using challenges as learning opportunities.

Qualifications:

- Previous experience as a trainer or teacher in such areas as: leadership, community service, youth technology training, dialogue & diversity.
- Proven ability to establish work priorities, respond to unanticipated needs, work under pressure, high level communications skills - written and verbal.
- Prior experience in online learning, teaching, and/or virtual meeting facilitation. (Prior experience creating virtual lessons and use of Learning Management Systems a plus.)
- Creative, flexible, reliable and like to have fun!
- Ability to work as part of a collaborative team.
- Possess strength and endurance required to manage a virtual exchange program.

- Demonstrated enthusiasm and strong social skills when interacting with others.
- Possess passion for tech and gender empowerment.
- Ability to troubleshoot technical issues.

Work Location: Remote. *Please note U.S. citizenship required.*

2021 PROGRAM OVERVIEW ** Please note the majority of programming happens between 7AM and 12 noon EDT	
June 21 - 25	Virtual Staff Training
Monday, June 28 – Friday, July 2	Part 1 Group-Building/Icebreakers/Cultural-Sharing: <ul style="list-style-type: none"> • Participants make friends from across the globe: Share stories, art, recipes, and dreams in a safe secure setting. • Participants build important cross-cultural communication skills: • Learn how to listen, ask questions, share perspectives and discover shared values.
Monday, July 5 - Friday, July 9	Part 2 College Readiness & Starting Community-Based Project: <ul style="list-style-type: none"> • College readiness (6 hours), (Campus tour, department meetings, taking a university level course- Virginia Tech (VT)) • Wellness - VT facilitated • Intro to project planning (Legacy team)
Monday, July 12 - Friday, July 23	Part 3 Virginia Tech Courses <ul style="list-style-type: none"> • VT online courses: Each participant takes one course over 2 weeks for a total of 36 hours of instruction plus office hours (M-F) • Weekend Activities: Online homestay visits with American Girls Families
Monday, July 26 - Thursday, July 29 (Break for Eid, July 30)	Part 4 Careers in STEM <ul style="list-style-type: none"> • Project refinement in country club groups • NASA 2 hours synchronous • Women in STEM - Silicon Valley and Virginia
Monday, August 2 - Friday, August 6	Part 5 Finalizing Community Projects <ul style="list-style-type: none"> • Workbooks completed • Project pitches and feedback
Monday, August 9 - Tuesday, August 10	Closing Summit <ul style="list-style-type: none"> • Question prompted reflection pieces (e.g. what I hope for, what I received). • Group share out: Each group gets 2-3 minutes to share program elements
August 11	Staff Debrief

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

COMPENSATION: \$2,750 for the virtual summer program (pre-tax / gross; negotiable) (This does not include the tentative winter DC-based program.)

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.