



1020 Legacy Drive
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International Exchange Internship with TechGirls September 12 - December 16, 2022

(Dates subject to adjustment and discussed during interviews.)

[Legacy International](#) is offering a three-month internship with the TechGirls program. Put your skills to work to support the TechGirls international youth exchange initiative. This is a virtual internship opportunity for U.S.-based candidates.

Our Company. Our Mission. Our Culture.

[Legacy International](#) equips emerging leaders to transform their values and vision into sustainable success. Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from over 115 countries, with ongoing coaching and mentoring provided by Legacy's Teams of Excellence.

Legacy is funded by multiple federal and private grants, fee-for-service income, gifts, and donations. Significant support comes from the U.S. Department of State. We have a relaxed dress code and flexible scheduling. Legacy's headquarters are in Bedford, Virginia with additional employees working in the Washington, DC metro area.

[TechGirls](#) is a U.S. Department of State-sponsored international summer exchange program designed to empower and inspire young women from around the world to pursue careers in science and technology.

General Responsibilities

For a young professional interested in *international exchanges, monitoring and evaluation, and events/logistics*, Legacy can offer a way to meaningfully contribute as part of the [TechGirls](#) team. This is your chance to see how impactful, transformative international exchanges are developed.

- Support the TechGirls 2022 monitoring and evaluation process; as well as curriculum development for TechGirls post-program follow on projects
- Provide support to the TechGirls Program Managers on alumnae engagement opportunities including TechGirls TechTalks, virtual meetups (conferences), etc.
- Promote the 2023 TechGirls program and recruitment. This may include communication materials for participants and partners, training materials development, logistics support, development of participant surveys.
- Support the application review and selection process of the 2023 TechGirls cohort utilizing an online application system.
- Events/logistics/curriculum support in preparation for the 2023 TechGirls program

Development Opportunities: Gain knowledge of US 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.

Key Qualifications.

Successful interns possess:

- research and writing skills
- experience facilitating events/meetings via Zoom
- virtual events and logistics capabilities
- strong organizational skills
- strong verbal and written communication skills
- an ability to work independently while also working collaboratively on a team given the remote nature of the position

Hours & Compensation.

- This internship pays a stipend of \$1200. (*Note: this is considered taxable income.*)
- Schedule is determined *by mutual agreement and initially discussed during; interviews;* Mondays through Fridays, 15+ hours/week. There may be occasional hours on evenings and weekends, also by mutual agreement, to take advantage of schedule fluctuations and learning opportunities that may present themselves.

Work Location.

Virtual remote work; open to U.S.-based candidates.

Essential Functions.

1. Ability to effectively communicate via varied communications platforms used in planning and executing virtual exchanges (Google Suite/ Docs, Dropbox, Zoom, Skype, Instant Messenger, etc.)
2. Familiarity with Learning Management Systems (LMS) (e.g. TalentLMS or Canvas) is preferred, but not required.
3. Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
4. Cognitive and communication abilities to support complex events.

TO APPLY:

Step 1: Send a resume ASAP to staff@legacyintl.org noting “*TechGirls International Exchange Internship*” in the subject line. This will get you into our line of sight and let us know your interest and that you will be completing Step 2.

Step 2: To streamline our hiring process, we use [WilloTalent](#). This platform allows you to upload your resume (again) and answer four (4) questions all from the comfort of your home. It is user friendly and you have several chances to do retakes.

Step 3: Legacy staff will be in touch with you within three business days after your *Willo* submission.

Deadline to apply: September 16, 2022

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 leaders for each program. The competitive standards are set by each group of applicants. Only applicants meeting required qualifications for the position will be considered.