



1020 Legacy Drive
Bedford, VA 24523
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www.legacyintl.org

Social Media International Exchange Internship with TechGirls January 23 - April 28, 2023

(Dates subject to adjustment and discussed during interviews.)

[Legacy International](#) is offering a 3-month internship. Meaningfully contribute to the [TechGirls](#) youth exchange initiative. This is a fully remote internship open to 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 110 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 and Richmond.

General Responsibility.

Work as part of the [TechGirls](#), an international summer exchange program designed to empower and inspire young women from the world to pursue careers in science and technology. For a young professional interested in *international exchanges, communications, and marketing*, this internship offers a way to meaningfully contribute to a transformative project serving international youth. This is a great chance to see how meaningful international exchanges are developed.

- Support Legacy's social media team to gather and share alumnae stories
- Promote the 2023 TechGirls program. This may include creating visual and written content for Facebook, Twitter, and Instagram using design tools such as Canva, developing and updating communication materials for alumnae, outreach materials for prospects and U.S. Embassies, communications with prospects and partners
- Design training materials, providing administrative and logistical support, and creating and distributing surveys and evaluations.
- Assist in alumnae engagement through designing weekly alumnae newsletters, quarterly updates and event support
- Support the application review and selection process of the 2023 TechGirls cohort utilizing an online application system.

Key Qualifications.

Successful interns in this role possess:

- social media and writing skills with an ability to utilize platforms such as Canva,

- Hootsuite and Mailchimp
- research capability
- 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
- Must be based in the U.S.

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.

Hours & Compensation.

- This internship pays a stipend of \$1500. (*Note: this is considered taxable income.*)
- Schedule is determined *by mutual agreement and initially discussed during; interviews;* Mondays through Fridays, 20+ 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, Drop Box, Zoom, Skype Instant Messenger, etc.)
2. Ability to effectively communicate with staff and participants, and to provide necessary instruction as needed.
3. Cognitive and communication abilities to support complex events.
4. Familiarity with learning management systems preferred but not required

TO APPLY.

Step 1: Send a resume to staff@legacyintl.org noting “*TechGirls Social Media Internship*” in the subject line. This lets us know of your interest and that you will be completing Step 2.

Step 2: To streamline our hiring process, we use [WilloTalent](#). Willo 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 five business days after your *Willo* submission.

Deadline: December 23, 2023 (Rolling; open till filled.)

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.