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Summer Exchange Coordinator for TechGirls Position Description

(as of Feb 24, 2023)

Legacy International is offering a 3-month position to meaningfully contribute to the TechGirls youth exchange initiative. This position can be remote until the in-person exchange during the month of July 2023. It is open to U.S. citizens and permanent residents.

Our Company. Our Mission.

[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 110 countries. 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 are headquartered in Bedford, Virginia with additional employees working remotely in the Washington, DC area. The *Summer Exchange Coordinator* position could be a “gateway” to possible longer-term work with a great NGO.

TechGirls

[TechGirls](#) is a U.S. Department of State initiative. TechGirls connects and supports the next generation of women leaders in science, technology, engineering, and mathematics by providing them access and opportunities to advance their skills and pursue their dreams. TechGirls is an international summer exchange program designed to empower and inspire young women from around the world to pursue careers in science and technology. It is administered by Legacy International in partnership with Virginia Tech University’s Center for Enhancement of Engineering Diversity.

- In 2023, the program will support 111 young women from 35 participating countries/territories and 15 U.S. peers in a dynamic four-week U.S.-based experience with a 7-month mentoring program (including pre- and post-exchange).
- Since 2012, TechGirls has trained and mentored 528 teenage girls (ages 15-17). The program began supporting girls from the Middle East and North Africa (Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian Territories, Tunisia, and Yemen). In 2019, the program expanded to include young women from Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan). In 2022, the program underwent a global expansion to begin serving girls in six world regions (Western Hemisphere, Sub-Saharan Africa, Europe and Eurasia, East Asia Pacific, Middle East and North Africa, and South and Central Asia).
- The core of the TechGirls program is a 25-day experience in the United States in partnership with Virginia Tech University. Participants will engage in an interactive technology and computer camp, then travel to one of the following cities (Austin, Chicago, Cincinnati, Denver, Detroit, or Seattle) for community and career exploration. The TechGirls

programming yields a multiplier effect as participants return home to conduct community-based projects with 7 months of mentorship.

General Responsibilities

We are looking for an energetic, passionate and super organized person with the ability to handle lots of detail and juggle competing 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.

Dates & Workload

This is a full time, *temporary* position, May 1, 2023 - August 4, 2023.

- **May to June:** Program set-up - Develop schedules, manage communications regarding flight details, finalize program materials for seasonal staff and partners, work with vendors (bus companies, catering, hotels), confirm logistics, liaise with program stakeholders.
- **July:** TechGirls Program Delivery.
- **August:** Program wrap-up - documentation and evaluation.

KEY DATES & WORKFLOW:	
May 1 – July 2	Logistics coordination work with Year-Round TechGirls Administrative team (Remote)
July 2 - July 7	Staff training at Virginia Tech University (Blacksburg, VA)
July 7 - 9	Washington, DC Program (IAD/Dulles area hotel)
July 9 - 23	Virginia Tech Program (Blacksburg, VA)
July 23 - 26	Job Shadow & Community Immersion (Denver, CO)
July 26 - August 1	Washington, DC Program (DC area hotel)
August 1-4 (End date to be discussed with finalist.)	Wrap-up, financial reporting, evaluation (remote)

Program Logistics

- As Summer Exchange Coordinator, you work directly with the Program Manager on the ever-evolving needs and communications.
- Coordinate with other staff to set-up and implement all logistics for the TechGirls July 2023 program.
- Act as a main Point of Contact for Virginia Tech logistics.
- Financial tracking - managing purchases during program time (i.e. Target, CVS, etc.)
- Assist with the production of a “master schedule”, including transportation logistics, hotel reservations, meeting rooms, meal arrangements, and any other logistical needs.
- Act as Point of Contact with the travel agent as needed throughout the program.
- Assist with researching, writing, and/or editing a range of program materials, written documents, and spreadsheets as needed.
- Help implement the COVID and health protocols such as arranging isolation rooms on VT campus, hotels, food delivery, social distance walks and creative WhatsApp emotional support.
- Coordinate with Community Partner Immersion Host in Denver, CO on any logistical matters so participants are fully prepared for and engaged in that program component.

Program Delivery

- Serve as part of the team which is “on-call” during program delivery to address participant needs, including (but not limited to) health care issues that may arise.
- Deliver curriculum on topics of project planning.
- Act as a “Pod” leader for a group of RAs. Plan and lead debriefs, learning games, "team challenges", individual and group mentoring sessions to maximize learning.
- Coordinate with community partners and escort participants during the "Job Shadow and Community Immersion" period, monitoring and facilitating their learning process in their host community.
- Social media, photo, and video documenting during the program.

Core Qualifications

- Previous experience working as part of a team in planning and delivering immersive, experiential programs. This may include international exchange programs, international travel programs for U.S. teens, or residential summer camps. (Previous experience working with teens during travel programs is preferred.)
- Demonstrates solid critical thinking skills and an ability to find practical, creative solutions.
- Demonstrates responsibility, a strong, self-motivated, work ethic and an ability to function comfortably in an inter-cultural environment.
- Demonstrated, strong organizational and logistics skills with previous experience managing logistics with hotels, bus companies, restaurants and managing budgets
- Demonstrated ability to handle multiple tasks simultaneously, keep group on schedule, and make appropriate adjustments as needed.
- Ability to lead and moderate discussions and reflective activities.
- Excellent oral, written, and communication/presentation skills.
- Equivalent to graduation from a four-year college or university. (Equivalent post-secondary coursework, training, and experience acceptable.)
- Valid U.S. driver’s license with a good driving record preferred
- U.S. Citizen or Permanent U.S. resident status.
- First aid & CPR certified or willing to get certification (at Legacy’s expense).
- Minimum age: 24
- *Only candidates who are fully vaccinated against COVID or able to do so will be considered.* (Accommodations will be considered.)

Salary & Benefits

The salary for this position is \$10,750 total pre-tax (This comes to a bi-monthly paycheck of \$1654 pre-tax.) Negotiable.

Benefits for temporary staff include:

- Paid leave is 16 hours per month when working full time;
- Round trip travel from one’s home/remote work location to Blacksburg, VA/Washington, DC will be covered in July and the end of one’s employment period. (NOTE: Continental US travel or equivalent.)
- Monthly cell phone allowance up to \$50;
- Monthly home office supply allowance up to \$25;

- During program delivery periods while with the group, housing, meals, transport and other related program costs are provided as part of the same plans established for the exchange participants;
- Health benefits are not provided for temporary staff *unless employment extends more than 7 months*. (If so, this person becomes eligible for Legacy’s Health Reimbursement Account plan which provides reimbursements for qualified medical expenses up to plan limits.)

Work Load, Start Date & Work Location

- This full-time position from May 1, 2023 to August 4, 2023, to be confirmed at time of hire offer. (NOTE: During program delivery, when exchange participants are in the U.S., one’s time commitment expands to include evenings and weekends.)
- From May to June, a hybrid remote and in office combination is possible at Legacy International’s DC office. During the project team’s staff training and program delivery phase, the Summer Exchange Coordinator resides with the exchange group on a full-time basis, on site with participants, 7 days a week.
- Travel with participants during U.S. program delivery is required. During such times, this staff person resides in hotels in DC and on-campus at Virginia Tech with participants. All accommodations and meals are covered.

Essential Functions

1. Ability to effectively communicate with staff and participants, and to provide necessary instruction and training.
2. Cognitive and communication abilities to manage large, complex event management.
3. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group.
4. Cognitive ability and experience to help delegates maximize personal, professional and experiential learning.
5. Ability and stamina to maintain a 12 to 14-hour day with a group with 126 participants.
6. Cognitive ability to plan and conduct activity to achieve participant development objectives.
7. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed
8. Ability to operate essential office equipment needed to carry out responsibilities (i.e. phone, computer, copy machine)
9. Ability to carry up to 50 lbs

TO APPLY: Please visit Willo via this [link](#). In Willo, you will upload your resume and answer four (4) questions from a quiet place of your choice. It is user friendly and you have several chances to do retakes.

Questions prior to applying?: staff@legacyintl.org (Please note “TechGirls” in the subject line.)

Deadline to apply: rolling deadline, with a goal to extend an offer by early April.

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 factors.