

2021 TechGirls
JOB DESCRIPTION - Social Media Coordinator
June 14 - July 31, 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 (CA), 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.

Program 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.

The Social Media Coordinator will work as part of the 16-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 learning in-person or virtual-hybrid environment throughout the 3-week intensive program in Washington, DC and Virginia.

Primary responsibilities: Designing and managing the quality and presentation of information on social media platforms (Twitter, Facebook, Instagram, WhatsApp) while fulfilling the TechGirls development and communications goals. Oversee photo-documentation, collaborating with the team to get valuable content and assist with any press-related matters. This person will identify and assist girls who may be delivering public presentations and or social media messages, as well as working with each country group to provide content for the U.S. Embassy in their home country. On high profile days, such as the Capstone Event, the Social Media Coordinator collaborates with events management and Public Affairs Section of the U.S. Department of State.

Health and Safety Monitoring Role - to keep all of us safe and healthy, every staff member will be trained and help monitor the adherence to COVID protocols which includes:

- Collaboration with a health specialist to model, uphold, and monitor all health protocols and guidelines;
- Ability to communicate to youth and staff the safety regulations and procedures in case of an emergency (during daily programs, in hotel/dormitory or on public transport);
- Willingness and ability to obtain a vaccine, if available; testing and quarantine prior to joining the program;
- Willingness to adhere to and implement the "pod" (aka "COVID bubble") system, mask mandates, social distancing, hand-washing and daily temperature checks and other prescribed non-pharmaceutical interventions (NPIs).

KEY DATES & WORKFLOW: This temporary position **starts in May and ends July 31, 2021**. Full participation for the following dates are required:

May - June	Participate in 2-3 staff orientation sessions via Skype or Zoom
June 14 - 28	Work remotely or in Virginia/DC with Legacy's year-round team and US

	Department of State's Public Affairs Section to design social media storytelling strategy during program; Create a social media storytelling strategy during program; Create a photo documentation system that meets Legacy's needs
June 28 - July 3	Staff training and program set up at Virginia Tech University in Blacksburg, VA
July 3 - 5	Washington, DC Programming - IAD
July 6 - 22	Virginia Tech Programming, Blacksburg, VA
July 23 - 30	Washington, DC Programming
July 31	Staff Debrief in Washington DC

Qualifications

- Prior experience working with teens as a teacher or mentor.
- Previous experience in marketing, public relations or communications.
- Demonstrated use and comfort navigating Web 2.0 sites and tools, including blogs, social networks, video and photo sharing, etc. (personal or professional) with solid understanding of the Internet and social media marketing best practices.
- Excellent written and oral communication skills.
- Fearless attitude towards technology and a willingness to learn.
- Demonstrated enthusiasm and strong social skills when interacting with online audiences.
- Have a passion for tech and gender empowerment.
- Knowledge of digital storytelling preferred.
- Prior international travel is a plus but not required.

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.

Compensation: \$2500 (pre-tax / gross), negotiable, based on experience.

- **Housing and meals** in Washington, DC and Virginia Tech, throughout staff training and program delivery, while on duty with the program, are covered.
- **Transportation, admission fees and other associate program costs** while traveling with staff and participants (June 28 - July 31), are also covered.

Essential Functions

- Ability to effectively communicate with youth and staff, and to provide necessary instruction and training
- Visual and auditory ability to identify and respond to environmental and other hazards related to area
- Cognitive and communication abilities for large, complex event management
- Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).
- Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

TO APPLY: Send cover letter and resume with "TechGirls" in the subject line to: Hayley Pottle, Program Coordinator, techgirls@legacyintl.org. **Deadline:** March 5, 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.