

2021 TechGirls

JOB DESCRIPTION - Resident Assistant / Group (“Pod”) Leader

(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. *TechGirls Overview:* <http://www.legacyintl.org/our-programs/techgirls/>

Are you...?

- Looking for an exciting, short-term role and want to be part of a small team making a big difference?
- Someone who believes in empowering young women with the skills needed to excel in STEM and who loves the cultures of the Middle East and North Africa and Central Asia?
- Ready to join a close-knit team that inspires and connects individuals, organizations, and businesses to make a real difference in the lives of teens and young professionals worldwide?

We are looking for energetic, passionate and organized people with the ability to juggle competing, numerous priorities. Tech Girls’ Group Leaders 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.

Primary responsibilities:

Serve as one of five Youth Resident Assistants as part of the 16-member team for 105 teens (36 from Central Asia, 49 from the MENA region, and 2 U.S. girls. The staff create a safe, secure, and rich learning environment (in-person or virtual-hybrid.) The Youth Resident Assistants will mentor one small group of approximately 10-12 girls learning together throughout the 3-week intensive program in Washington, DC and Virginia. Youth Resident Assistants serve as a counselor for participants, assisting individual girls to meet the demands of the program.

Responsibilities include:

- Monitoring youth participation providing an encouraging and supportive environment
- Group-building: designing and delivery of icebreakers/, recreational / sports activities (as schedule permits);
- Assisting with general program support including: event/meeting set-up, communications with program providers, assisting with logistics (procuring supplies, getting food, getting laundry done, errands).
- Daily health monitoring.
- Escorting and monitoring group on outings.
- Being aware of group and individual dynamics and using challenges as learning opportunities.

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 is a temporary position, **Jun 28 through Jul 31, 2021**. Full in-person participation for the following dates is required:

June 28 - July 3	Staff training and program set-up at Virginia Tech, Blacksburg, VA)
July 3 - 5	Washington, DC Program (near IAD)
July 6 - 22	Virginia Tech Program, Blacksburg, VA
July 23 - 30	Washington, DC Program
July 31	Staff Debrief in Washington DC

Our Leaders (Qualifications):

- Are professional, flexible, resilient, resourceful, and proactive;
- Good decision makers, able to establish and change priorities according to needs of participants/program
- Prior peer leadership experience and enjoy spending time with high school students
- Strong curriculum development, facilitation and group building skills
- Excellent written and oral communication skills and a high level of social and emotional intelligence
- Have a passion for tech and gender empowerment and come from a wide variety of backgrounds
- Are willing to put their students’ learning and development ahead of their own experience;
- Willingness to work in an intensive, cross-cultural environment with limited personal time
- Prior international travel is a plus but not required.
- Are ready for an intense, challenging, and rewarding summer
- First Aid and CPR certification is a plus, but not required
- Virtual programming/facilitation experience preferred but not required
- Are able to promote a safe environment of academic development and social awareness.
- U.S Citizens or Permanent Residents.

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.

Compensation: \$2100 (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.

TO APPLY: Send cover letter and resume with “TechGirls” in the subject line to: Leila Baz, HR Manager, staff@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.