Program Support & Communications Internship

January – August, 2018

Legacy International is offering a 7 to 8 month internship putting your skills to work to support a wide array of youth and young professional development initiatives with Legacy International. (Graduate, undergraduate students or recent graduates welcome.)

The internship is a part time (15 to 20 hours/week) volunteer position, with the option to expand to full time for 4 to 6 week periods beginning in April through early August when many of our exchange programs have international participants in the U.S. (Negotiable)

For an emerging professional interested in international exchanges, communications, and marketing, Legacy can offer a way to meaningfully contribute within varied Legacy projects serving youth and adult audiences. Below is a brief overview. More details shared during orientation:

- **Global Youth Village** - Help GYV's Outreach Coordinator with marketing this dynamic summer program, reaching out to identify schools, teachers, and youths to share information with. Program dates, tbd. (July/August, 2018)
- **Emerging Young Leaders Award** – Contribute to program set-up and delivery for the Washington, DC components of this two week exchange program. Delivery dates, tbd. (Spring, 2018)
- **Saudi Young Leaders Exchange Program** – Program support throughout program design and program implementation. This may include some regional U.S. travel. Delivery dates, tbd. (Summer, 2018; 4 weeks)

In addition, you will support Legacy’s staff under supervision of the Director of Innovation and Entrepreneurship in the following ways:

- Research, link to and write new content for blog posts on a variety of programmatic / thematic topics (Social Entrepreneurship, NGO Development, STEM Education, Transformative Leaders, Women’s Empowerment, etc.)
- Work with the Social Media Team to develop and edit weekly social media posting calendars. Pre-load social media content into a variety of sites.
- Coordinating photo documentation and photo sharing among program staff. Identify photos to be used in social media and other marketing pieces.
- Assisting in mapping Legacy’s online audiences. Identify and monitor conversations and reputation online. What is being said about Legacy International or one of its projects?
- Assisting in identifying ‘traditional’ media targets and other influencers and their networks.
- Work across programs to develop database contacts of alumni information for targeted communications.
Develop marketing tools and communication pieces to be used with engaging our current audience and potential new partners.

Attend networking events in the Washington, DC metro area to introduce Legacy International to potential partners.

**Compensation & Benefits:** This is an unpaid internship. Commuting stipend is negotiable. During periods of program delivery, if imbedded with a group, meal stipends provided.

**Work Location:** Washington, D.C. metro area (see below) OR Legacy’s home office is in Bedford, Virginia. (Legacy has staff working in three states who work remotely for the majority of their time and spend extended periods in Bedford when needed.)

Legacy can provide an experience for an intern working in the Washington, D.C. metro area in a Legacy provided office space with a DC-based staff member as supervisor.

Occasional regional U.S. travel for short periods is also a possibility and negotiable.

**To Apply:** email resume and cover letter to staff@legacyintl.org

*Please indicate “Internship” in subject line. Please also indicate what time period you are interested in interning for, where you prefer to work (Bedford, Virginia region or Washington, DC metro area), and some indication of your learning goals.*