



**Saudi Young Leaders Exchange (SYLEP)
Program Coordinator / Trainer & Trip Leader
June 3 - July 31, 2019**

[The Saudi Young Leaders Exchange Program \(SYLEP\)](#) is a multi-phased leadership experience for 32 Saudi university students or recent graduates between the ages of 21-26 and 3 U.S. Cultural Ambassadors (rising senior undergraduate students, graduate students and/or recent graduates). *SYLEP 2019 seeks to build leadership skills, civic responsibility, appreciation for cultural diversity, community engagement, and volunteerism with a theme of building healthy lifestyles and strong communities.*

Through a series of meetings, site visits, trainings, expert sessions, volunteer opportunities, and participation events with agencies, organizations, and individual professionals working in this field, Legacy International will introduce participants to innovative local, state, federal, public, and private programs that promote healthy lifestyles and strong communities. We aim to expose participants to individual, volunteer led initiatives (like meetups and patient groups) as well as larger scale government and corporate solutions to promoting healthy lifestyles and communities. In addition, Saudi participants will join in healthy-lifestyle activities (such as exercise classes, nutrition education, and sports teams) side by side with U.S. community members. In this way, participants won't only learn about solutions but will get the opportunity to practice a healthy lifestyle during the program.

Upon their return home, participants conduct follow-on projects in their home communities or university campuses, supported by Legacy International.

2019 Key Dates

- **June 3 – June 20:** Program set up and logistics w/ Project Director (Washington, DC)
- **June 21 – June 25:** Staff Training and program preparation (Washington, DC)
- **June 26:** U.S. Cultural Ambassadors Orientation / Saudi participants arrive
- **June 27 – July 4:** Orientation & Leadership Clinic (Washington, DC)
- **July 5 – July 7:** LivingSidebySide® Dialogue & Diversity Retreat (Sweetbriar, VA)
- **July 7 – July 13:** Community Immersion (Austin, TX; Chicago, IL; Pittsburgh, PA)
- **July 14 – July 16:** Innovation Summit (Washington, DC)
- **July 17:** Saudi participants, Cultural Ambassadors and other short term staff depart
- **July 17 – July 31:** Staff wrap-up, reports and evaluation

General Responsibilities

The *Program Coordinator / Trainer & Trip Leader* works as part of a team (4) to facilitate a group of 32 Saudi & 3 U.S. university students ("Cultural Ambassadors") through Legacy's

experiential leadership training, serving as group facilitator, trainer, mentor and process monitor throughout the U.S. program. *This is a full-time position, including weekends and evenings, requiring staff to be in residence with participants during program delivery (June 26 – July 17).*

- Guide Saudi participants as they develop a vision of themselves as leaders and build skills in leadership, brainstorming, decision making, creative thinking, and project planning and implementation.
- Work with U.S. Cultural Ambassadors as they develop skills as culturally-sensitive peer mentors while enhancing their understanding of community and health.
- Inspire participants to continue taking an active role in their home communities and university campuses.

Responsibilities include:

- Work with Project Director to finalize program delivery logistics (confirming site visits, reservations, guest speakers etc.; developing and printing materials for program handbooks; communicating with program participants prior to arrival; managing flight logistics; developing cultural ambassador training and engagement; other last-minute preparation tasks).
- Collaborating with the Project Director to adapt and deliver curriculum on topics of leadership development, cross cultural understanding, project planning, and community health.
- Plan / lead debriefs, learning games, "team challenges", individual and group mentoring sessions to maximize learning.
- Facilitate interaction within the Saudi group and with U.S. counterparts through formal and informal interactions, site visits, presentations and discussions.
- Escort participants during the "Community Immersion" week, monitoring and facilitating their learning process.

NOTE: Two other Trainer & Trips Leaders are also part of the team during the program deliver period.

Core Qualifications

- Previous experience as a trainer or teacher in: leadership, volunteer engagement, or community health and fitness
- Previous experience working with university students
- Proven expertise in developing lesson plans / training sessions
- Previous experience guiding young adults during travel programs or in community service volunteer / leadership programs preferred
- Experience in health, community health, or fitness fields preferred
- Interest in history and culture of the Middle East
- 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
- Ability to mentor others and facilitate creative, self-motivated learning

- Equivalent to graduation from a four-year college or university. (Equivalent post-secondary coursework, training, and experience acceptable.)
- Stamina and ability to work long, active hours
- First aid & CPR certified (Legacy will cover cost of certification if not certified at time of hire.)
- Minimum age: 26
- Valid U.S. driver's license with a good driving record
- U.S. Citizen or Permanent U.S. Resident with work authorization

Terms: Salary negotiable and based on experience (typically starts at approximately \$2200 for a four-week period). Accommodations and meals will be provided by Legacy International during program delivery when in residence with the exchange participants. (As this is a temporary position, no health care or leave benefits are provided.)

Essential Functions

1. Ability to effectively communicate with participants and staff
2. Visual and auditory ability to identify and respond to environmental and other hazards related to program duties.
3. Cognitive and communication abilities for large, complex event management
4. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopier machine).
5. Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

HOW TO APPLY

Send cover letter & resume to: Leila Baz, HR Coordinator. Please note "SYLEP" in subject line. Email: staff@legacyintl.org; Fax: 540-297-1860. **Application deadline:** *March 15, 2019*

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.