



TechGirls 2020 - Program Assistant

July 1 - August 2, 2020

(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, 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/>

This internship is designed to give you in-depth experience in a high quality educational exchange experience. You will gain skills in communications, organization, event management, and international relations in a dynamic fast paced and fun environment.

GENERAL RESPONSIBILITIES

Serve in the capacity of general support assisting girls as they navigate the cross-cultural immersion process. Act as resident advisor/counselor for participants, assisting individual girls to meet the demands of the program. Responsibilities include design and delivery of icebreakers/group building games, recreational/sports activities (as schedule permits). Provide general program support which may include: event/meeting set-up, communications with program providers, assisting with logistics (procuring supplies, getting food, getting laundry done, errands), photo documentation, escorting girls on tours, shopping.

Calendar

- May - June Participate in 2-3 staff orientation sessions via Skype or Zoom
- July 1 - 5 Washington DC - Trinity University; staff orientation, final program prep
- July 6 - 10 Washington DC arrival; orientation & training, service projects, leadership clinics
- July 10 - 11 Homestays for half of the youths. Arrival and orientation at Virginia Tech for U.S. girls
- July 12 - 24 Virginia Tech; coding academy, project planning, lab exploration with CEED, job shadow
- July 24 - 25 Homestays for half of the youths, Project planning and training for other youths
- July 26 - 31 Washington DC; job shadow, NASA visit, leadership clinics, wrap up activities,
- Aug 1 Youths depart and staff wrap up
- Aug 2 Staff depart

Qualifications

- Experience working with high school students in a leadership capacity;
- Prior experience in a residential youth program or as an RA in college;
- U.S. citizen or eligibility to work in the U.S.;
- Complete availability for the duration of the program;

- Willingness and ability to complete post-program evaluations and reports;
- Background in STEM or coding a plus;
- Excellent written and oral communication skills;
- Demonstrated enthusiasm and strong social skills when interacting with others;
- Punctual and committed to goals of the program;
- Interest in and ability to work in both a team environment and alone with minimal direction;
- Prefer candidates who are based in DC or Virginia.

Our Leaders

- Are professional, flexible, resilient, resourceful, and pro-active;
- 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.

Essential Functions

1. Ability to effectively communicate with youth 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, photocopy machine).
5. Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

Compensation: \$2,000. PLUS food, lodging, and transportation throughout the exchange starting July 1 - August 2 as part of the group's exchange arrangements.

TO APPLY: Send cover letter and resume with "*TechGirls Program Assistant*" in the subject line to Leila Baz, Legacy's HR Manager, staff@legacyintl.org

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.