TechGirls 2020 - Social Media Coordinator / Group Leader
June 25 - August 15, 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, Center for Enhancement of Engineering Diversity.

PROGRAM OVERVIEW: http://www.legacyintl.org/our-programs/techgirls/

GENERAL RESPONSIBILITIES
Work as part of the TechGirls team to create a safe, secure, and rich learning environment.

Primary responsibilities include: Designing and managing the quality and presentation of information on social media platforms (Twitter, Facebook, Instagram, WhatsApp) and fulfilling the TechGirls development and communications goals. Oversee photo-documentation; collaborate with the team to get valuable content and assist with any press related matters. As part of the team you will identify and assist girls who may be delivering public presentations and or social media messages. You will work with each country group to provide content for the US Embassy in their country. On high profile days such as the Capstone event you will collaborate with events management and Public Affairs Section of the US Department of State

Calendar
- May/June  Participate in 2-3 staff orientation sessions via Skype or Zoom.
- June 25 - June 30 Work remotely or in Washington, DC with Legacy’s year-round team and U.S. Department of State’s Public Affairs Section to design social media story telling strategy during program. Create a photo documentation system that meets Legacy’s needs.
- 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 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 others.
- July 26 - 31 Washington DC; job shadow, NASA visit, leadership clinics, wrap up activities.
- Aug 1 Youth departures and staff wrap up.
- By August 15 Wrap-up tasks: all photo documentation sorted per Legacy guidelines; all social media content ready through end of September with specific posts written for each U.S. Embassy; report on metrics during program and strategies for engaging audiences.
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 a plus but not required.

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, and to provide necessary instruction and training
2. Ability to communicate to youth and staff the safety regulations and emergency procedures in case of an emergency (during daily programs, in hotel or on public transport)
3. Visual and auditory ability to identify and respond to environmental and other hazards related to area
4. Cognitive and communication abilities for large, complex event management
5. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).
6. Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

Compensation: $3,000. PLUS food, lodging and transportation throughout the exchange (July 1 - Aug 2) as part of the group’s exchange arrangements.

TO APPLY: Send cover letter and resume with “TechGirls Social Media Coordinator” in the subject line to Hayley Pottle, techgirls@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.