



## TechGirls 2020 - Trip Leader

June 25 – August 2, 2020

*(Dates include pre-program set up, staff orientation & training, 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/>

### 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 is loves the cultures of the Middle East and North Africa (MENA)?
- 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 an energetic, passionate and organized person with the ability to juggle competing, numerous priorities. This person 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. (As Trip Leader, this could be a "gateway" to possible longer term work with a great NGO.)

### GENERAL RESPONSIBILITIES

- Project Management: working in collaboration with year-round team, ensure the smooth running of the summer program. Make sure logistical "gears" are flowing smoothly
  - ✓ manage day-to-day logistics for site visits, job shadow arrangements, accommodations (university dorm or hotel), transportation
  - ✓ financial tracking
  - ✓ daily communications
  - ✓ procuring supplies
  - ✓ overall group management
- Serve as part of an eight member staff team for 24 Central Asian girls, 28 MENA girls and 10 U.S. teens. All staff serve as group facilitators and mentors. You will travel specifically with the 28 TechGirls from MENA region throughout the U.S. program.

**Location:** Work is remote in pre-season; part of the residential team beginning with staff orientation (July 1) through program delivery (Aug 1).

### Calendar

- May - June Participate in 2-3 staff orientation sessions via Skype or Zoom.
- June 17 - 30 Final logistics and program planning, financial tracking, health insurance set-up, work with homestay and job shadow coordinators to finalize placements. (Remote.)
- 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 (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.
- Aug 2 Staff departures.

### Qualifications

- Professional experience in international exchange, or with youth programs in general;
- Proven ability to establish work priorities, respond to unanticipated needs, work under pressure;
- Ability to work as part of a collaborative team;
- Ability to manage fiscal responsibilities related to the program;
- Possess strength and endurance required to manage a travel program;
- U.S. citizen or authorized for employment in U.S.;
- U.S. driver's license with a good driving record (to qualify for driving - at least 25 years old);
- First aid & CPR certified (preferred but not required);
- Excellent written and oral communication skills;
- Demonstrated enthusiasm and strong social skills when interacting with others;
- Possess passion for tech and gender empowerment;
- Prior youth work a plus;
- Prior international travel a plus;
- 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, and to provide necessary instruction and training; Cognitive and communication abilities for large, complex event management
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. 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:** \$2,500. PLUS food, lodging and transportation throughout the exchange (July 1 - August 2) as part of the group's exchange arrangements.

**TO APPLY:** Send cover letter and resume with "*TechGirls Trip Leader*" in the subject line to Leila Baz, Legacy's HR Manager, [staff@legacyintl.org](mailto: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.