



**Saudi Young Leaders Exchange Program  
Trip Leader / Trainer  
June 28 – July 22, 2020**

*(Dates include staff orientation, program delivery.)*

**Saudi Young Leaders Exchange Program (SYLEP)** is a multi-phased leadership experience for 43 Saudi university students (or recently graduates) between the ages of 21-26 and 4 U.S. Cultural Ambassadors (rising seniors, graduate students and recent graduates). SYLEP seeks to build leadership skills, civic responsibility, appreciation for cultural diversity, community engagement, and volunteerism within a theme of S.T.E.A.M. education, innovation and technology. U.S. program dates: July 1 – 22, 2020.

Through a series of site visits, trainings, expert sessions, volunteer opportunities, and participation events with agencies, organizations, and professionals working in this field, Legacy International will introduce participants to innovative local, state, federal, public, and private programs that promote S.T.E.A.M. education and strong communities. We aim to expose participants to individual, volunteer led initiatives as well as larger scale government and corporate solutions. In addition, Saudi participants will join in S.T.E.A.M. education activities side-by-side with U.S. community members. In this way, participants will also gain some hands-on experience during this U.S. exchange.

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

**Our Company. Our Mission.**

Legacy International *equips emerging leaders to transform their values and vision into sustainable success.* Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 110 countries. Legacy is funded by multiple federal and private grants, fee-for-service, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working in Washington, DC.

***The Trip Leader/Trainer*** works as part of a five-person team to facilitate the experiences of the Saudi & U.S. university students (U.S. “Cultural Ambassadors”) through Legacy’s experiential leadership training. Serve as group facilitator, trainer, mentor and process monitor. (This person will travel and be in residence with the participants throughout the U.S. program (hotel accommodations provided throughout.)

- Guide Saudi participants as they develop a vision of themselves as leaders and build skills in 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 own entrepreneurial profiles.
- Facilitate interaction within the Saudi group and with their U.S. counterparts through formal and informal interactions, site visits, presentations and discussions.
- Escort a segment of the Saudi participants (along with a Cultural Ambassador) during the week-long “Community Immersion” to one of four cities (Detroit, Austin, Chicago, or Pittsburgh), monitoring and

facilitating their learning process.

- Inspire participants to continue taking an active role in their home communities and university campuses.

**Key Dates, 2020** (Some remote introductory orientation may occur in early June, tbd.)

<b>June 28 - 30</b>	Staff Training and program preparation (Washington, DC)
<b>July 1</b>	U.S. Cultural Ambassadors Orientation / Saudi participants arrive
<b>July 2 – 6</b>	Orientation, Leadership Clinic and Sightseeing (Washington, DC)
<b>July 7 – 9</b>	LivingSidebySide® Dialogue & Diversity Retreat & VT S.T.E.A.M. Seminar (Virginia Tech, Blacksburg, VA)
<b>July 10 – July 17</b>	Community Immersion (Austin, TX; Chicago, IL; Pittsburgh, PA; Detroit, MI)
<b>July 18 – 21</b>	Pitch Event and Wrap up activities (Washington, DC)
<b>July 22</b>	Saudi participants & Cultural Ambassadors depart; staff wrap-up meeting
<b>TBD</b>	Potential remote debrief session and/or documentation work if not completed in final week of program. (Part time, as needed.)

### **Specific Responsibilities:**

1. Maintains thread of program goals, themes, and content throughout the U.S. program, to provide a coherent learning experience for all participants;
2. Deliver select orientation components to Saudi and U.S. participants;
3. Prepare participants for site visits, speaker panels, meetings and transitions;
4. Monitor and guide group dynamic, maximizing everyone's strengths and promoting equal opportunity for leadership;
5. Conduct reflection and debriefs, recognizing achievements and lessons learned;
6. Plan and deliver sessions relating to follow-on project development & leadership;
7. Support Program Manager with daily logistical needs;
8. Mentors participants (Saudi & U.S.):
  - Helps with cultural adjustment and behavioral guidance;
  - Monitors roommate and host family experience, referring issues to appropriate person;
  - Monitors language, cultural, and religious needs;
9. Serves as driver for participants in rental car (as needed);
10. Able to assist with assorted tasks as needed, (i.e. word-processing, copying, phone calls);
11. Documentation / evaluation summary of Community Immersion week;
12. Participates in evaluation session with entire SYLEP staff team.

### **Qualifications**

- Professional experience in international exchange or with travel programs in general;
- Previous experience guiding young adults during travel programs or other experientially based learning programs preferred.
- Previous experience working with college students.
- Previous experience as a trainer or teacher in: leadership, S.T.E.A.M. or dialogue & diversity with proven expertise in developing lesson plans / training sessions.
- Demonstrated ability to handle multiple tasks simultaneously, keep group on schedule, respond to unanticipated needs, work under pressure; and make appropriate adjustments as needed.
- 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.
- Demonstrated enthusiasm and strong social skills when interacting with others.

- Interest in history and culture of the Middle East. Preference for candidates with previous travel experience in the Middle East.
- Ability to create and manage a harmonious group dynamic.
- Ability to lead and moderate discussions and reflective activities.
- Ability to mentor others and facilitate creative, self-motivated learning.
- Receptive to and knowledgeable of delegates' cultural, spiritual, and personal needs.
- Equivalent to graduation from a four-year college or university. (May possess equivalent post-secondary coursework, training, and experience.)
- Stamina and ability to work long, active hours.
- Minimum age: 26
- Valid U.S. driver's license with a good driving record.
- U.S. Citizen or authorized to work in the U.S.
- Prior international travel preferred.

### **Essential Functions**

1. Ability to effectively communicate with participants and staff, and to provide necessary mentoring.
2. Auditory, visual and ambulatory ability to identify and appropriately respond to environmental and other hazards that may affect the group.
3. Cognitive ability and experience to help delegates maximize personal, professional and experiential learning.
4. Ability and stamina to maintain a 10-14 hour day with a group ranging in size from 14-45 participants.
5. Cognitive ability to plan and conduct activity to achieve participant development objectives.
6. Ability to observe and assess participant behavior, enforce appropriate safety guidelines and emergency procedures, and provide guidance and discipline as needed.
7. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, computer, photocopy machine)

**Terms:** Salary \$2200 for this 3.5-week period (negotiable). Accommodations and meals are provided by Legacy International. (As this is a temporary position, this person is not eligible for health care or leave benefits.)

**TO APPLY** send cover letter and resume to: **Leila Baz**, HR Coordinator; [staff@legacyintl.org](mailto:staff@legacyintl.org). (Please note "SYLEP" in subject line.) **Deadline:** March 27, 2020.

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 person. The competitive standards are set by each group of applicants.