

## Host Organization FAQ

YLA Host Organizations are a network of businesses across the U.S. who are passionate about cross-cultural exchange. They include small and medium sized businesses, start-ups, large companies, accelerators and incubators, and community organizations. Host Organizations will work with YLA Fellows from June 15 – July 10, 2020 for a 32 hour per week professional fellowship.

### What are the responsibilities of a YLA Host Organization?

YLA Host Organizations have three main responsibilities. First, Host Organizations should **share knowledge and collaborate** with their fellow to help them achieve their learning goals and address their business challenges. Hosts should also **designate a supervisor** to guide your fellow's professional growth and support their leadership development. Finally, Host Organizations should **foster networking opportunities** within the entrepreneurial network in their cities to facilitate their fellow's experiential learning.

### What is the difference between a Young Leaders of the Americas Initiative (YLA) Fellow and an intern?

Fellows are mid-career professionals with an average of 2-6 years of professional experience. While some administrative tasks are expected and may be beneficial to a fellow's experience, it is important that fellows are assigned challenging or complex tasks as appropriate. Fellows should spend no more than 10% of their time on administrative tasks not directly related to their projects at your organization. IREX will facilitate introductions between Host Organizations and fellows prior to their arrival, and we recommend that Host Organizations arrange several conversations with their Fellow via Skype or telephone before they arrive to better understand their professional experience and explore opportunities for more significant responsibilities and assignments.

### What are the key components and day-to-day activities of a successful fellowship?

The key components of a successful fellowship are communication, flexibility, and a learning mindset from both fellows and Host Organizations. Early, clear, and open communication about expectations, scope of work, goals, and culture are necessary for productive fellowships from all parties involved. Additionally, fellows are not only seeking to meet their business needs; they are also hoping to learn transferrable skills and bring their talents and knowledge to your organization for a mutually beneficial exchange experience. The day-to-day activities will vary depending on the Host Organization but should include one or more substantive projects that benefit the Host Organization and leverage the fellow's expertise.

### Does my organization need to provide compensation or visa support to the fellow?

YLA Host Organizations are not allowed to provide direct compensation to their fellow. However, hosts are required to provide workspace, any equipment needed by the fellow to complete their duties - including a computer - and staff time to mentor the fellow. IREX provides funding and/or



direct provisions to cover all fellows' needs during the program and manages all aspects of the J-1 visa process for fellows. Please let us know if you have questions or if your Human Resources department needs verification of fellow provisions for legal reasons.

### **What resources and support will be available to me throughout the fellowship?**

IREX strives to provide Host Organizations a variety of resources to prepare you for your fellow's arrival and support you throughout the process of working with your fellow. Some key resources to reference prior to your fellow's arrival and during their fellowship include:

- Virtual Host Orientation prior to fellows' arrival
- Host Organization Handbook covering topics such as cultural adjustment, safety and security, setting expectations, and more
- Other Host Organizations in your city who are each hosting a YLAI Fellow
- A Cohort Ambassador in your city who convenes the cohort of fellows weekly for experiential learning
- A business mentor who coaches the cohort of fellows in your city weekly
- Your IREX adviser (via email or phone)

### **Can our fellow extend their stay in the United States?**

Per the YLAI Terms and Conditions, fellows must arrive in the United States on the start date of the Professional Fellows Program and return home at the conclusion of the fellowship. The official U.S. program dates are June 7 – July 17, 2020. Per J-1 visa rules, fellows may extend their stay in the United States for an additional 30 days for personal travel. Fellows are not permitted to engage in any program activities during this 30-day grace period, i.e. they may not officially extend their time at their Host Organization. Should they opt to extend their stay for any reason, fellows are responsible for all associated costs.

### **How can I make sure my fellow remains safe? What if my fellow experiences an emergency?**

IREX will cover key topics related to safety and security with both fellows and Host Organizations during an online pre-arrival orientation. IREX will also cover this information with fellows during their in-person Orientation Workshop in Tempe, Arizona. When your fellow arrives in your city, they will receive a city orientation from their Cohort Ambassador, which will include important information about safety and security such as how to travel safely in your city, the locations of medical centers, etc. IREX highly recommends that you also discuss safety with your fellow prior to their arrival to the United States, including any tips or best practices you recommend for your community. If your fellow experiences an emergency during their fellowship, they should call the 24/7 IREX emergency number after contacting 911 for immediate support. Host Organizations should also call the IREX emergency number in case of emergency if necessary. If an emergency requires longer-term follow-up, IREX staff will travel to be available for in-person support.

