



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Business Partnership Specialist		Unit: Business Partnerships
Division: Workforce Business		Location: 714 Market Street
Reports to: Director, Business Partnerships		Date Posted: December 10, 2009
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours <u>37.5</u> per week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
General Description: The Business Partnership Specialist (BPS) will work in conjunction with the other team members within the Business Partnership Unit, a division of PYN's Workforce Business. The Business Partnerships Unit is the center of expertise for employer engagement at PYN. The Business Partnerships Unit provides high-level customer service to all partners that participate in WorkReady programs.		
Essential Functions: <ul style="list-style-type: none"> • Broker and manage relationships with business partners. Key functions include: <ul style="list-style-type: none"> - Recruiting employers to participate in youth workforce development programs (i.e. shadowing days and internships); - Providing training opportunities for employers - Conduct worksite visits and meetings with employers - Facilitate the matching and interviewing process with youth and employers. - Provide opportunities for employer feedback (i.e. via survey and focus groups) - Provide opportunities for employer recognition (i.e.. via events, media exposure) • Coordinate special projects (i.e. Young Friends of PYN) • Support citywide workforce development initiatives • Increase the visibility of PYN and WorkReady in the Greater Philadelphia business community • Build and maintain a high level of expertise in the field and represent PYN at designated meetings • Administrative and reporting responsibilities related to: <ul style="list-style-type: none"> - Market trends research - Managing and maintaining relevant databases - Writing reports - Collaborating with the Program Operations Department to ensure delivery of WorkReady programs 		

Education, Experience & Skills Required:

- Bachelors Degree's from an accredited college or university
- Demonstrated knowledge of Philadelphia's business community
- Experience in sales, marketing, job placement, workforce development or recruiting
- Excellent customer service skills
- Strong verbal, written communication and public speaking skills
- Demonstrated understanding of how to market employment programs
- Research, analysis, training and presentation experience
- Must be self-motivated and disciplined
- Must be goal-oriented
- Strong organizational skills
- Ability to take ownership and drive activities through completion
- Must be flexible and able to work in a team environment
- Must be proficient in Microsoft Windows applications: MS Word, Excel, PowerPoint
- Prior experience with a client management database is preferred
- Understanding of the non-profit and business communities
- Successful completion of FBI, child abuse and criminal background check