



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Extended Learning Opportunities (ELO) Director		Unit: Educational Innovations
Division: Educational Innovations		Location: 714 Market Street
Reports to: Vice President, Educational Innovations		Date Posted: September 14, 2011
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	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 Philadelphia Youth Network (PYN) is a non-profit youth workforce development intermediary organization that connects individuals, organizations and systems around the preparation and success of a qualified emerging workforce. PYN employs a variety of school, community and business-based strategies to advance its mission. Presently, PYN is seeking a project manager to lead the evolution of an exciting new initiative focused on engaging community partners in providing students with standards-aligned, credit-bearing learning experiences in out-of-school time settings. This Extended Learning Opportunity (ELO) strategy will require collaboration with the School District of Philadelphia and other key stakeholders to devise an ELO system that integrates education and workforce activities. The Project Manager will be responsible for constructing the blueprint for a local ELO system and engaging the resources and supports needed to implement an effective model.

Essential Functions:

- Build a foundational knowledge base within the organization about ELO systems and linked-learning strategies
- Work with staff and partners around the creation of priorities and guidelines for ELO system implementation
- Oversee the customization of tools, training materials, and coaching strategies for use with staff and participating organizations
- Oversee contracts with local and national organizations providing design consultation and other forms of technical assistance
- Establish and monitor contractor/consultant deliverables
- Interact with field professionals to establish consultative relationships
- Collaborate with School District of Philadelphia administrators to ensure project alignment with latest District reforms
- Co-create protocols and policies with key School District of Philadelphia staff about the issuing of academic credit
- Design, manage, and support the successful implementation of an pilot ELO strategy for expansion to additional program sites
- Participate in the conception and identification of technology platforms for use in collecting, disseminating, and facilitating ELO practices
- Coordinate and perform site visits, as necessary
- Supervise project staff
- Monitor and report project performance
- Work with Communications Department to develop and implement effective communication strategies to advance ELO system goals
- Convene and facilitate design teams, advisories, and related partnerships

Education, Experience & Skills Required:

- Bachelor's degree
- Minimum of seven years professional experience in education or other related field
- Experience managing the design and implementation of large scale projects and/or systemic initiatives
- Experience managing complex partnerships, especially with School District central office(s) and community-based organizations
- Experience promoting capacity-building strategies among community-based partners and organizations
- Ability to connect student learning objectives to a variety of new contexts and paradigms
- Strong awareness of the intersection between workforce preparation and educational attainment
- Ability to create user-friendly tools for multiple and diverse audiences
- Experience managing consultant contracts
- Experience supervising staff
- Excellent project management skills and proficiency directing planning teams and advisories
- Knowledge of innovative pedagogies that maximize learning in out-of-school time settings
- Experience managing pilot projects intended for replication
- Excellent interpersonal skills with ability to work effectively as part of a collaborative team
- Excellent organizational, public speaking, group facilitation and presentation skills
- Self-starter with initiative and the ability to set and meet goals
- Strong research, writing and analytical abilities
- Ability to advocate for policy modifications that will contribute to project success