



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Employment Specialist		Unit: Summer WorkReady
Division: Workforce Development		Location: 714 Market Street
Reports to: Manager, Summer WorkReady		Date Posted:
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours <u>Max 37.5</u> per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern

General Description:

The Employment Specialist is part of a seasonal team designed to provide citywide access to all youth interested in WorkReady Philadelphia summer programs. This position requires a flexible schedule and the ability to work evenings and weekends beginning late March to August. This is a non exempt position at \$10 an hour.

Essential Functions:

- Conduct youth enrollment sessions in accordance with applicable labor laws and practices
- Verify accuracy of documentation in youth enrollment files
- Enter information into the database
- Maintain filing system for youth and sub-contractor files
- Answer the Summer WorkReady hotline/e-mail; respond to inquiries and record statistics
- Troubleshoot youth enrollment and payroll issues
- Reconcile youth timesheets against payroll registers
- Embody and integrate excellent customer service into daily work
- Serve as an example of professionalism
- Travel to sites throughout Philadelphia
- Other duties as assigned by Provider Liaison, Summer Manager and/or Executives

Education, Experience & Skills Required:

- High school diploma or GED as well as pursuing additional education (Bachelor's Degree preferred)
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Detail-oriented
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows & Office
- Ability to work nights and weekends is required
- Successful completion of a child abuse clearance and criminal background check (requirement for PYN employees)