



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Provider Liaison		Unit: Summer WorkReady
Division: Workforce Development		Location: 714 Market Street
Reports to: Director of Summer WorkReady		Date Posted: 2/4/11
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours <u>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 Summer WorkReady Provider Liaison is part of a seasonal team designed to provide citywide access to all youth interested in Summer WorkReady Philadelphia programs. This position requires a flexible schedule and the ability to work nights and weekends beginning late March to August. This is a non exempt position at \$15 an hour. Provider Liaisons will be primarily responsible for the oversight of all contractor administrative and programmatic requirements related to the successful implementation of the WorkReady Summer program.

Essential Functions:

- Understand life cycle of the WorkReady Summer program from execution of contract to program completion
- Monitor the requirements of programs as outlined by funding stream and child labor laws
- Support the implementation of all administrative and programmatic requirements related to the program including but not limited to: youth eligibility, enrollment, placement, and payroll, worksite development, and contractor/youth assessment and evaluation
- Interface with internal PYN departments to improve program service and troubleshoot contractor needs
- Facilitate proactive, coordinated communications to specific groups (providers, youth, schools)
- Engage in special projects as assigned and designated by the Director of Summer WorkReady
- Serve as an example of professionalism to youth enrollees and seasonal staff

Education, Experience & Skills Required:

- Bachelors degree or currently pursuing post-secondary education
- Minimum one year experience working with youth or young adults
- Excellent problem solving skills and the ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Excellent organizational skills and interpersonal skills
- Demonstrated ability to prioritize projects, be flexible, and initiate follow-through with attention to detail and a high level of accuracy
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Proficiency in Microsoft Windows & Office and ability to integrate technology into operations
- Ability to work nights and weekends as needed
- Familiarity with PYN initiatives is preferred, but not required
- Successful completion of a child abuse clearance and criminal background check (requirement for PYN employees)