



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Business Partnership Specialist		Unit: Business Partnerships
Division: Business Partnerships		Location: 714 Market Street
Reports to: Manager, Business Partnerships		Date Posted: 02/03/2012
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours <u>37.5</u> per week <input checked="" type="checkbox"/> Exempt <input 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 Business Partnerships Unit at the Philadelphia Youth Network is the center of expertise for employer engagement, workplace opportunities, and regional and national workforce trends.

The Business Partnership Specialist will work within the unit to build relationships with employers, schools, and professional associations to ensure internship and work exposure opportunities for youth through WorkReady Philadelphia in an effort to better prepare youth to work in a global economy.

Philadelphia Youth Network is the managing partner of WorkReady Philadelphia, a cross-sector partnership dedicated to improving the economic outcomes of the region's youth by attracting, aligning and investing resources in research-based, youth workforce development strategies. Each year, WorkReady programs provide thousands of young people with career exposure and preparation opportunities designed to enhance youth understanding and mastery of skills needed to be successful in a 21st century, global economy.

Essential Functions:

- Develop and support employer engagement strategies to increase internship and other work-based opportunities for Philadelphia youth
- Broker and manage relationships with business partners
- Organize and offer a menu of options for employer and volunteer involvement
- Conduct worksite visits and employer meetings
- Provide training and orientation opportunities for employers and interns
- Match internship candidates to prospective employers and schedule youth for interviews
- Provide opportunities for employer feedback (i.e. surveys and focus groups)
- Provide opportunities for employer recognition (i.e. events and media exposure)
- Coordinate special projects (i.e. Young Friends of PYN)
- Research market trends and build a high level of expertise
- Manage and maintain relevant databases and data
- Write reports
- Support citywide workforce development initiatives
- Increase the visibility of PYN and WorkReady in the Greater Philadelphia business community
- Attend relevant networking events
- Other duties as assigned

Education, Experience & Skills Required:

- Bachelor's Degree preferred
- Demonstrated success collaborating with other educational, social or governmental systems
- Knowledge of local and national education reform and workforce development strategies

- Ability to provide excellent customer service
- Strong written and verbal communication skills
- Ability to take ownership and drive responsibilities through to completion
- Ability to manage projects and/or relationships independently
- Ability to convene and motivate teams and diverse populations
- Must be highly flexible and adaptable
- Strong organizational, analytical, critical thinking and problem-solving skills
- Proficiency in Microsoft Office and ability to integrate technology into operations
- Familiarity with PYN initiatives is preferred, but not required
- Successful completion of a child abuse clearance, criminal background check, and FBI clearance