



Philadelphia Youth Network, Inc. Job Description

Job Title: Business Partnership Specialist		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Partnerships for Employment Pathways	
Reports to: Director, Partnerships for Employment Pathways		Date Posted:	
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: 37.5 hours / weekly <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	
<p>About PYN:</p> <p>Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce.</p> <p>About the Partnerships for Employment Pathways Department:</p> <p>The Partnerships for Employment Pathways department collaborates with partners locally, regionally and nationally to support in career-connected education and employment pathways opportunities for youth and young adults. We strive to achieve excellence in worksite quality across PYN initiatives and use innovative approaches in the direct management of youth workforce opportunities. Key areas of focus include:</p> <ul style="list-style-type: none"> • Cultivating relationships with the employer community to support career-connected education opportunities • Directly managing programing for youth workforce opportunities • Leading worksite quality efforts for PYN initiatives • Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults <p>Position Description: The Business Partnership Specialist (BPS) will build and maintain relationships with partners to expand career-connected education opportunities for Philadelphia's youth and young adults. The BPS will work closely with the Director, Director, Partnerships for Employment Pathways, other members of the department and key staff within PYN to ensure relationships with the business community are cultivated to</p>			

support the menu of WorkReady programs and other PYN initiatives. The BPS's responsibilities span the following general areas:

- Business engagement and management
- Program management
- Expertise in industry trends

Essential Functions:

Business Engagement and Management:

- Help to implement programs under the WorkReady umbrella, by:
 - Supporting strategies for year-round and summer workforce development programs for underserved youth across Philadelphia
 - Recruiting employers to invest in WorkReady Philadelphia
 - Managing relationships with employers and key partners
 - Providing opportunities for employer feedback (i.e. surveys and focus groups)
 - Supporting opportunities for employer recognition (i.e. events and media exposure)
 - Updating and managing employer and worksite databases
- Identify and secure funding sources for systemic investments
- Execute strategies to develop unsubsidized employment opportunities
- Establish partnerships in targeted industries to develop high demand career pathways that will close skills gaps in those industries
- Support city-wide employer organizing efforts (i.e. advisory groups and committees)

Program Management

- Help to implement year-round and summer internship programs within the WorkReady system, by:
 - Conducting worksite visits with employers prior to and during the programs to ensure high-quality experiences for youth
 - Developing and sharing resources with employers to build their capacity to run high-quality WorkReady programs
 - Pre-screening and matching youth to available positions
 - Supporting youth participating in internship programs through professional development and support
 - Supporting student payroll by checking documentation and troubleshooting issues when they arise
 - Updating and managing youth databases

Expertise in Industry Trends

- Research and understand local, regional and national industry trends
- Prepare briefs and/or presentations on emerging industries, positions and certifications
- Other duties as assigned by the Director, Partnerships for Employment Pathways

Required Education, Experience and Skills:

- Bachelor's degree required, with a minimum of 2 years' experience supporting youth workforce development programs preferred
- Demonstrated success cultivating and managing relationships with the business sector; preference given to candidates with experience working with businesses that support underserved populations
- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Demonstrated success collaborating with others, including colleagues in non-profits, educational, social or governmental systems
- Knowledge of evidence-based practices in youth workforce development
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration
- Excellent customer service
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion while balancing the needs of all stakeholders
- Ability to design and implement systems necessary to gather, maintain and analyze statistical data and generate reports
- Proficiency in Microsoft Office as well ability to integrate a wide-range of technology and data management into daily work.
- Excellent oral and written communication skills, including visual presentation of information and high-level command of grammar, spelling and word usage
- Strong organizational, analytical, critical thinking and problem-solving skills

Work Environment

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud

Travel

Travel is primarily local and occurs during the business day throughout the City of Philadelphia and the surrounding counties to various worksite locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer and summer season.

Physical Demands

Physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly communicates with business professionals at all levels and youth who are seeking employment in the WorkReady Program. Employee must be able to exchange accurate information in a variety of situations. The employee frequently moves about inside the office as well as outside while travelling to employer locations. Frequently operates a computer and other office equipment such as copy machine, printers, telephone, etc.

Work Authorization/Security Clearance: Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting).

Other Duties Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.