**Job Title:** Career Readiness Coordinator  
**Unit:** Partnerships for Employment Pathways  
**Division:** External Relations  
**Location:** 400 Market Street  
**Reports to:** Project Manager, Hub

**Benefits:**  
- [x] Eligible  
- [ ] Not Eligible

**FLSA Status:**  
- [x] Exempt  
- [ ] Nonexempt

**Type of position:**  
- [x] Full-time  
- [ ] Part-time  
- [ ] Temporary/Seasonal  
- [ ] Intern

**About PYN:**
The Philadelphia Youth Network (PYN) is a nationally-recognized intermediary organization dedicated to improving the economic and education outcomes of Philadelphia’s youth. PYN organizes its work around five core functions: leveraging, coordinating and managing public and private investment directed at youth education and workforce development in the Philadelphia region; convening and leading cross-sector partnerships and initiatives that enhance opportunities available to Philadelphia youth; designing, overseeing and replicating program models that prepare Philadelphia youth for education and the workforce; managing a service-delivery system created to ensure citywide coordination of youth career-connected educational services; building the capacity of youth-serving providers. The services that fall within the initiatives managed by PYN focus particularly on youth that live in poverty, have dropped out, or are at risk of dropping out of school and/or are involved with public care systems.

**About the Partnerships for Employment Pathways Department:** The Partnerships for Employment Pathways department collaborates with partners locally, regionally and nationally to support education and employment 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 programs.

**Key areas of focus include:**
- Cultivating relationships with the employer community to support career-connected education opportunities
- Directly managing programming for youth workforce opportunities
- Leading worksite quality efforts across PYN initiatives
- Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city’s youth and young adults

**General Description:**
The Summer Jobs and Beyond: Career Pathways for Youth project is a place-based initiative, powered by the Department of Labor, that will connect 250 youth with employment, education, and wrap-around services needed to succeed in gaining skills and entering a viable career pathway through the Hub at PA CareerLink®. This project specifically targets youth ages 16-24 in the West Philadelphia Promise Zone, to meet youth where they are, understand their goals, and develop an individualized strategy to improve their career opportunities.

The Career Readiness Coordinator is responsible for supporting participants with the achievement of their identified goals through each program phases, with a particular emphasis on developing curriculum and delivering college and career readiness courses to each cohort of youth served through the program. The Trainer will also support other team members in providing individualized
advisement and case management to participants. The Career Readiness Coordinator's work responsibilities span the following general areas:

- Career-Readiness Coordination
- Case Management
- Systems/Partnership Building

**Essential Functions:**

**Career-Readiness Coordination**
- Support program participants aged 16-24 to achieve their short-term and long-term goals in obtaining education and/or employment placements.
- Coordinate with program staff, PYN staff, and stakeholders to develop and refine a project-based learning college and career readiness curriculum for program participants.
- Prepare lesson plans and instruct college and career readiness course at the Hub.
- Facilitate peer-to-peer mentorship groups among program participants.
- Coordinate Service Learning, career and College exposure activities with local partners and organizations.
- Other duties as assigned.

**Case Management**
- Serve as an individual advisor for participants in communication between PYN’s team and youth to assist in preparing and placing youth into education and employment opportunities.
- Assist program staff in screening, and orientation of participants interested in entering the program services.
- Work with program staff to refer participants to supportive services as required.
- Develop an understanding of resources available to members, including CareerLink services.
- Perform regular data entry into PYN’s Efforts to Outcomes (ETO) data system and other data instruments as required.
- Other duties as assigned.

**Systems/Partnership Building**
- Work with program staff to offer opportunities for members in later stages of the program to share their experiences with members in the college and career readiness course.
- Solicit feedback from alumni and partners and adapt course curriculum accordingly.
- Assist in evaluating program effectiveness and tracking progress toward program goals, including administering survey instruments to participants.
- Other duties as assigned.

**Education, Experience & Skills Required:**
- Bachelor's degree in education or related field.
- 3-5 years of classroom or out-of-school time instructional experience preferred.
- Experience developing academic curriculum.
- Preference will be given to candidates with a history of instructing young people who have previously disengaged from the educational system and/or who struggle with low literacy or low numeracy skills.
- Familiarity with Adult Basic Education (ABE) practices is a plus.
- Experience with case management practices and principles is a plus.
- Teaching certification is desirable, but not required.
- Understanding of the college application process and navigating postsecondary institutions.
- Understanding of positive youth development, issues faced by first-generation college goers, social-emotional learning and trauma-informed care.
- Ability to establish and foster relationships with various partners and work as part of a collaborative team.
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion.
- Excellent customer service skills.
Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail and a high level of accuracy.

- Proficiency in Microsoft Word, Excel and PowerPoint as well ability to integrate a wide-range of technology and data management into daily work.
- Familiarity with PYN initiatives is preferred, but not required.
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, and F.B.I. fingerprinting).

**Supervisory Responsibility**
The Career Readiness Coordinator will not have supervisory responsibilities.

**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.

**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 at the Youth and Young Adult Opportunity Hub. 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 and partner locations.

Frequently operates a computer and other office equipment such as copy machine, printers, telephone, etc.

**Travel**
Travel is primarily local and generally occurs during the business day.

**Work Authorization/Security Clearance**
Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, 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.

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.