



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Contextual Learning Coordinator		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> Program Services		<b>Department:</b> Program Management & Implementation
<b>Reports to:</b> Director, Program Management & Implementation		<b>Date Posted:</b>
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5 hours/weekly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
<b>About PYN:</b> <p>The 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. For more information, visit <a href="http://www.pyninc.org">www.pyninc.org</a></p>		
<b>About the Program Management and Implementation Department:</b> <p>The Program Management and Implementation (PMI) teams ensures that PYN's programmatic strategies are implemented with fidelity and supported throughout their planned lifecycle. As a conduit for local, regional, and national best practices, the PMI ensures that programs are managed and evaluated to demonstrate the impact of the investment and services on youth in Philadelphia. In partnership with stakeholders who invest in the youth workforce development system and sub-contractors who directly serve the youth.</p>		
<b>General Job Description:</b> <p>The Contextual Learning Coordinator (CLC) leads a team designed to support the implementation of Contextual Learning activities for PYN funded summer programs. The CLC will be primarily responsible for the oversight of the Contextual Learning Team and all related administrative and programmatic requirements. Specifically, the CLC will ensure that his/her staff is able to help 50+ community based organizations produce high quality projects with the youth enrolled in PYN funded summer programs.</p>		

**Essential Functions:***Staff Management*

- Supervise up to eight staff members, providing direct support to contractors implementing contextual learning activities as a part of PYN funded summer programs.
- Support and train staff on the use of assessments, rubrics, and curriculum tools.
- Develop a staffing plan to ensure the support of Providers in implementing the Contextual Learning Component.
- Support staff and contractors in developing Project-Based Learning experiences that foster the development of work readiness skills.

*Planning and Project Management*

- Collaborate with Program Strategy and Integration and Development Department to plan and facilitate workshops/trainings for staff and contractors implementing contextual learning activities.
- Assist in the planning and coordination of the end of summer demonstration of learning where youth exhibit their summer projects.

*Program Implementation*

- Serve as a resource to staff by sharing techniques, strategies, best practices, and challenges encountered when implementing project-based instruction.
- Provide coaching to staff for project development and implementation.
- Visit program sites to provide support and monitor progress of Contextual Learning Activities.
- Work in collaboration with staff and contractors to ensure completion of youth assessments and formal project evaluations with grade recommendations.

**Education, Experience & Skills Required:**

- Bachelor's degree in education required, Master's Degree and experience in Out-of-School Time programs preferred.
- Experience with managing and coaching staff.
- Minimum five years' experience with managing or coordinating youth programming and expertise with youth-driven project based learning.
- Ability to establish and foster relationships with various partners and work as a part of a collaborative team.
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion with a high level of accuracy.
- Excellent customer service skills.
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail.
- Proficiency in Microsoft Windows and Office and the ability to integrate technology into operations
- Ability to work evenings and weekends as needed.
- Familiarity with PYN initiatives is preferred, but not required.
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, and F.B.I. fingerprinting).

**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.

**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. Employee must be able to exchange complex information accurately to a variety of audiences such as providers, partners, governmental agencies, etc. The employee frequently moves about inside the office. 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.

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**