



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Contextual Learning Specialist		<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 per week  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
<p><b>About PYN:</b>          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> <p><b>About the Program Management and Implementation Department:</b>          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> <p><b>General Job Description:</b>          The Contextual Learning Specialist (CLS) is part of a seasonal team designed to support the implementation of the Contextual Learning component of summer employment programming on behalf of WorkReady from April through August. This position requires a flexible schedule, the ability to work some evenings and weekends, and frequent travel throughout the Philadelphia region.</p> <p>The Contextual Learning Specialist will be primarily responsible for ensuring the successful implementation of Contextual Learning activities and related administrative and</p>			

programmatic requirements for contractors providing Summer programs.

**Essential Functions:**

- Serve as a resource for up to 10 contractors providing Summer programming by sharing techniques, strategies, best practices, and challenges for implementing project-based instruction
- Support contractors in developing project-based learning plans that foster the development of work readiness skills
- Support and train contractors on the use of assessments, rubrics, and curriculum tools
- Provide technical assistance as necessary to contractors for service learning project and work-based learning project development and implementation
- Plan and facilitate workshops for program staff implementing contextual learning activities
- Visit program sites to provide support and observe contextual learning activities
- Work in collaboration with program staff to complete youth assessments, formal project evaluations, and grade recommendations
- Monitor progress of service learning and work-based learning projects to ensure entry into culminating event as appropriate
- Participate in professional development activities, including orientations and trainings

**Education, Experience & Skills Required:**

- Bachelor's degree in education or related field
- Minimum of one-year classroom or out of school time experience with knowledge of project-based learning methods
- 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 Windows & Office and the ability to integrate technology into operations
- 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).**