



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Director, Human Resources		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> Finance & Administration		<b>Unit:</b> Human Resources
<b>Reports to:</b> Vice President, Finance & Administration		<b>Date Posted:</b> January 25, 2016
<b>Benefits:</b> <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5/weekly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
<b>About PYN:</b> <p>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.</p>		
<b>About Human Resources:</b> <p>Human Resources provides organizational risk management, effective policies, procedures, and people-friendly guidelines and support within the organization. Additionally, the human resource function serves to make sure that the organization's mission, vision, values and strategic priorities are optimized. Cultivating relationships with employees and organizational risk management are key priorities.</p>		
Key areas of focus include: <ul style="list-style-type: none"><li>• Employee relations, performance management and coaching</li><li>• Recruitment, selection and onboarding of qualified staff</li><li>• Promoting a culture of learning and continuous improvement</li><li>• Policy and procedure development, interpretation and oversight</li><li>• Risk management and employment law compliance</li><li>• Compensation and benefits administration</li><li>• Facilities, front desk and office management</li></ul>		

**General Description:**

The Director, Human Resources is responsible for leading the strategic direction of the organization in all aspects of human resources, including recruitment, benefits and compensation, professional development and HR planning with the overall goal of risk management and positive employee relations. The Director works closely with other members of all departments on behalf of PYN. The Director's responsibilities span the following general areas:

- Strategic Activities
- Business Consultancy
- Administration
- Risk Management and Compliance

**Essential Functions:****Strategic Activities**

- Develops annual HR Strategic Plan that aligns with the strategic priorities of the organization
- Workforce planning – provides advice on proposed reorganizations and assists in obtaining necessary approvals. Reviews current and proposed organization structure with internal partners to gain a clear understanding of the business rationale for a planned change.
- Develops and implements professional development needs organization-wide
- Benchmarks best practices to be considered an employer of choice
- Oversees and coordinates the recruitment and selection process for all positions, working closely with hiring managers.

**Business Consultancy**

- Serves as a trusted resource for employees and managers. Addresses questions and concerns by providing information, guidance or coaching. Provides guidance on day-to-day employee relations issues as well as more complex issues regarding the manager-employee relationship, including appropriate investigations and resolution and handling sensitive and confidential matters with discretion and tact.
- Provides a model for effective performance management including coaching of positive employee relations as well as appropriate and effective strategies for handling disciplinary issues.
- Educates internal partners on relevant policies and procedures as well as legal implications of various decisions, ensuring compliance with federal, state and local employment laws and organizational policies and procedures.
- Administration
- Documents business rationale for all HR actions
- Administers the organization's benefits programs
- HRIS administration and collaborates with Finance department on staff payroll
- Facilitates the performance review process

**Risk Management and Compliance**

- Policy and procedure best practice research and recommendations
- Derogatory clearance review

- Administers worker's compensation requirements and claims
- Administers unemployment compensation claims
- Serves as 403b Plan Administrator
- Maintains accurate HR records in compliance with local, state and federal regulations.
- Staff Management
- Oversees all staff management for Office Management and HR staff
- Leads a team in managing multiple and often simultaneous tasks
- Provides regular supervision to direct report(s)

Required Education, Experience and Skills:

- Bachelor's or Master's degree in Human Resources Management with at least seven years of relevant work experience
- Demonstrated success cultivating and managing employee relationships
- Ability to maintain confidential, private and crucial information and documentation
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Ability to manage multiple projects in a high-paced environment
- Ability to take ownership and drive activities through completion while balancing the needs of all stakeholders
- Ability to coach and teach others to facilitate improvement and growth
- Ability to convene and motivate staff to align with the organizational learning agenda
- Willingness to engage, learn and grow continuously
- Experience in a fast-paced, dynamic and complex organization
- Strong organizational, critical thinking, communication and problem solving skills
- Demonstrated proficiency in Microsoft Word, Excel and PowerPoint
- Successful completion of an FBI clearance, criminal background check, and child abuse clearances (required of all PYN employees)

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