



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Youth Enrollment Assistant, PEP		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> External Relations		<b>Department:</b> Partnerships for Employment Pathways	
<b>Reports to:</b> Program Specialist, Partnerships for Employment Pathways		<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></p> <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> <p><b>About the Partnerships for Employment Pathways Department:</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Cultivating relationships with the employer community to support career-connected education opportunities</li> <li>• Directly managing programming for youth workforce opportunities</li> <li>• Leading worksite quality efforts across PYN initiatives</li> <li>• Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults [DL2]</li> </ul> <p><b>Position Description:</b></p> <p>The Youth Enrollment Assistant, PEP is part of a seasonal team designed to provide city-wide access to youth interested in the internship model of PYN's summer programs on behalf of WorkReady Philadelphia, managed by the Partnerships for Employment Pathways team. The Enrollment Assistant will work primarily to ensure approximately 800</p>			

youth are recruited and enrolled in the WorkReady system. This position requires a flexible schedule and the ability to work evenings beginning January to April. It also requires light travel and work outside of the PYN office.

**Responsibilities include, but are not limited to:**

*Youth Enrollment*

- Coordinate and visit partners that refer youth to WorkReady programs
- Support and conduct city-wide enrollment sessions in accordance with applicable labor laws and practices
- Call and email applicants to schedule them for city-wide enrollment sessions
- Assist youth with completion of program-required paperwork
- Communicate with applicants and parents the details and requirements of the PEP managed-internship program.

*Professional Etiquette*

- Serve as an example of professionalism through in-person interactions, over the phone and in written communication such as email.

*Overall*

- Generate reports and enter information into necessary database(s)
- Perform other duties as assigned

**Education, Experience & Skills Required:**

- High school diploma or GED as well as pursuing additional education (Bachelor's Degree preferred)
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Detail-oriented
- Ability to excel in a high-performing team and project a positive attitude
- Ability to be multi-task and be flexible
- Proficiency in Microsoft Windows and Office
- Ability to work evenings
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

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