



Philadelphia Youth Network, Inc. Job Description

Job Title: Enrollment Assistant (PMI)		Location: 400 Market Street, Suite 200	
Division: Program Services		Department: Program Management & Implementation	
Reports to: Project Manager, PMI		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
<p>About the Philadelphia Youth Network: 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 www.pyninc.org.</p> <p>About the Program Management and Implementation Department: 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>General Description: The Youth Enrollment Assistant is a member of a seasonal team designed to support the implementation of PYN's Summer Program on behalf of WorkReady Philadelphia, which engages approximately 8,000 youth annually. The Youth Enrollment Assistant will work primarily to ensure that eligible youth are recruited and enrolled in Summer Programming. The Youth Enrollment Assistant will have a secondary task of supporting the work of the other specialist teams, including assisting with youth and parent questions via both phone and email, and assisting with the file intake, quality review and data entry of youth files and worksite information.</p>			

This position requires a flexible schedule, including the ability to travel throughout the city and work evenings and weekends, as needed, beginning January through the end of June.

Essential Functions:

Youth Recruitment & Enrollment

- Support recruitment efforts, including updating and disseminating flyers and hosting information sessions for partners that refer youth to Summer programs
- Coordinate and visit partners that refer youth to Summer programs
- Communicate with applicants, parents, and partners the requirements of participating in the Summer program
- Schedule appointments for applicants to attend city-wide enrollment sessions
- Coordinate and conduct youth enrollment sessions in accordance with applicable labor laws and practices
- Support youth through completion of program-required paperwork, including successful registration of a background check (PA State criminal, Department of Public Welfare Child Abuse, and F.B.I fingerprinting)

File Intake & Management

- Coordinate and/or schedule file intake appointments with PYN's partners to support enrollment efforts
- Review and track files in accordance with applicable labor laws and practices
- Provide reports and updates to internal staff regarding the status of youth files and clearances

Professional Etiquette

- Serve as an example of professionalism for youth applicants, parents, partners, and PYN staff through in-person interactions, over the phone, and in written communication such as email.

Overall

- Support youth referral, recruitment, and enrollment process
- Enter information into internal database(s)
- Pull reports from database(s) to track progress toward enrollment targets
- Perform other duties as assigned by the Summer Supervisor

Education, Experience & Skills Required:

- High school diploma or GED; pursuing post-secondary education. (Bachelor's Degree preferred)
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office
- 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 local and occurs during the business day and on occasional weekends, as needed, throughout the City of Philadelphia to various locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-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 internal and external audiences. The employee frequently moves about inside and outside 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.