



Philadelphia Youth Network, Inc. Job Description

Job Title: Events Specialist		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Communications and Marketing
Reports to: Director, Communications		Date Posted: 5.5.17
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 hours/weekly FLSA Status: <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 PYN: 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.</p> <p>About the Communications and Marketing Department: The Communications and Marketing Department at PYN works to raise awareness of the organization, its bodies of work and its prominence in the fields of youth workforce development, education, research and collective impact. To accomplish this, we lead the organization's branding efforts and collaborate with internal and external partners and the media with the goal of creating accurate and appropriate messaging that is consistent with organizational standards. The Department is responsible for managing PYN's publications, online presence, media relations, events, and overall identity.</p> <p>General Job Description: The Events Specialist works to execute PYN's communications and outreach strategies across all media and position the organization locally, regionally and nationally. The Events Specialist will primarily be responsible for planning and implement large-scale events related to summer jobs in 2018. This role is also responsible for enhancing both internal and external communication initiatives, introducing new solutions to increase efficiency of communication, and serving as a self-motivated and fully-integrated member of the Communications team. The ideal candidate will possess great attention to detail and embody PYN's core values.</p>		
Essential Functions:		

Communications and Marketing Support

- Coordinate internal communications and marketing requests, including developing timelines, procuring printing, and serving as a liaison between PYN staff and the Communications & Marketing department
- Review, proofread, and approve all major publications prior to printing and/or production
- Create and manage content for print and online communications to ensure consistent messaging and branding; develop key messaging to tell PYN's story in a clear, compelling manner to diverse audiences and elevate PYN's brand.
- Supports the collection of stories from youth, providers and investors from across the system
- Assist with generating responses to frequently asked questions and dissemination to all staff
- Maintain a practical knowledge of the current generation of social communications platforms
- Coordinate with external photographers to schedule on-site photo shoots to capture PYN's work
- Ensure that PYN's photography database of images is maintained and indexed
- Contribute to PYN's internal and external newsletters

Event Planning Support

- Maintain PYN event calendar
- Finalize and maintain event planning tools
- Research and document venue options
- Finalize the event checklist and include the following:
 - Overall*
 - Budget
 - Venue selection
 - Schedule for planning meetings
 - Roles and responsibilities
 - Supplies/inventory
 - Timeline
 - Catering needs
 - Transportation of materials to event venue
 - PYN office coverage
 - Attendee communication and tracking*
 - Save the Date and Invite
 - RSVP tracking
 - Event attendance tracking
 - Event Content*
 - Materials for speaker prep (script, talking points)
 - Presentation (PowerPoint, etc.)
 - Materials for distribution at event
 - Event Quality Support*
 - Orientation for staff volunteers
 - Fact sheet/info packets for volunteers
 - Event run-through
 - Event debrief
- Supporting the following events:
 - Summer Kick-Off
 - Closing Celebrations
 - Intern Professional Development Series

Overall

- Participate in and lead various cross-functional teams
- Support interns and volunteers
- Perform other job-related duties as assigned

Education, Experience & Skills Required:

- High school diploma or GED as well as pursuing additional education
- Excellent customer service skills
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented
- 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 is preferred
- Skill in the use of personal computers, related software applications and 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.