



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Associate, Education Policy & Strategy		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> External Relations		<b>Department:</b> Education Policy & Strategy	
<b>Reports to:</b> Director, Education Policy & Strategy		<b>Date Posted:</b> 9/11/2017	
<b>Benefits:</b> <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	<b>FLSA Status:</b> <input 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	
<p><b>About PYN:</b></p> <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> <p><b>Position Overview:</b></p> <p>The Associate, Education Policy &amp; Strategy will work directly with PYN's Director, Education Policy &amp; Strategy primarily to support the efforts of the Department overall. The Department brings together PYN's education oriented policy and programmatic strategies including Project U-Turn and Pathways to Prosperity (policy/systems efforts) and two program pilots focused on increasing the graduation rate and supporting post-secondary transitions: Post-secondary Bridging and Pathways to Justice Careers. The Associate will be expected to independently manage Project U-Turn Action Plan implementation and contribute to other backbone responsibilities (research, fundraising, communications). The Associate will also support program implementation efforts and will help create a bridge between practice and policy within the Department.</p>			

**Essential Functions:****Project U-Turn Implementation:**

Independently manage Project U-Turn Action Team efforts in alignment with the Project U-Turn Action Plan to achieve time bound goals. This includes but is not limited to:

- constant communication
- strategizing and problem solving with Action Team members about progress/challenges with action steps
- convening quarterly Action Team meetings
- preparing aggregate Action Team progress reports for the Steering Committee

**Project U-Turn Backbone:**

Support research, fundraising and communications needs across Project U-Turn structure

- Work with the Director and Communications staff to implement the Project U-Turn communications plan, including increasing social media presence, assisting with research dissemination and increasing public awareness of Project U-Turn goals and strategies
- Work with the Director and Research and Evaluation staff to create and follow-up on any data requests, literature reviews and gathering materials to inform decision-making in the Project U-Turn Action Plan
- Work with the Director and Development staff to prepare grant reports and contribute to new proposals

**Programs:**

Support program implementation efforts and use lessons learned to inform policy/systems change with Project U-Turn

**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.

**Education, Experience & Skills Required:**

- Bachelor's degree required, Master's degree preferred in areas such as social policy/social work, education policy, political science, sociology, non-profit management, public administration and other related fields
- Excellent inter-personal and communication (writing and oral) skills are required
- Experience supporting or managing a collaborative effort with several groups

responsible for unique pieces of a broader collective agenda

- Experience working in government or non-profit a plus
- Ability to work independently and manage personal deadlines, and as part of a team

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