



Philadelphia Youth Network, Inc. Job Description

Job Title: Business Partnerships Manager		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Partnerships for Employment Pathways
Reports to: Director, Partnerships for Employment Pathways		Date Posted: 11/26/18
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern

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.

About the Partnerships for Employment Pathways Department:

The Partnerships for Employment 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:

- Cultivating relationships with the employer community to support career-connected education opportunities
- Directly managing employer demand driven programming for youth workforce opportunities
- Leading worksite quality efforts across PYN initiatives
- Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults

General Description:

The Business Partnerships Manager (BPM) will build and maintain relationships with partners locally, regionally and nationally to expand career-connected education opportunities for Philadelphia's youth and young adults. The BPM will work closely with the Director, Partnerships for Employment Pathways and other members of the department to increase

employer investment and participation in City-wide summer and year-round and career exposure initiatives as well as the visibility of PYN within the business community.

The BPM's responsibilities span the following general areas:

- Business Engagement
- Account Management
- Worksite Education and Resources
- Expertise in workforce trends

Essential Functions:

Business Engagement:

- Expanding PYN's employer investment, engagement and participation in year-round and summer programs by:
 - Leading the implementation of employer recruitment strategies
 - Establishing partnerships in targeted industries to develop demand driven career pathways that will close skills gaps in those industries
 - Developing and executing strategies to create unsubsidized employment opportunities
 - Coordinating recruitment strategies with partners including the Chamber of Commerce for Greater Philadelphia, City of Philadelphia and other workforce development organizations
 - Leveraging data and other resources to inform employer engagement activities including prospecting and long-term relationship building
- Represent PYN at meetings, forums and events with external stakeholders
- Provide an employer lens to City-wide and PYN programmatic strategies
- Support PYN's provider network as needed regarding employer recruitment and worksite quality
- Establish a system to manage employer related data including contacts, employer interest, participation and commitments
- Support opportunities for employer recognition (i.e. events and media exposure)

Account Management

- Manage relationships with key employers and partners as they implement their year-round and summer programs by:
 - Conducting worksite visits prior to and during the programs to ensure high-quality experiences for youth and employer
 - Pre-screening and matching youth to available positions
 - Ensuring that all employers receive a high level of customer service throughout their interactions with PYN

Worksite Education and Resources

- Develop and deliver resources to support employers build their capacity to run high-quality Workready programs (i.e. toolkits, orientations and training videos)
- Design, deliver and track opportunities for employer feedback through a variety of ways including worksite surveys and focus groups

Expertise in Workforce Trends

- Lead the collection, understanding and reporting of local, regional and national industry trends

- Develop and implement processes for the delivery of briefs and/or presentations on emerging industries, positions and certifications

Education, Experience & Skills Required:

- Some post-secondary education is required, bachelor's degree preferred
- Minimum 2 years' experience in employer engagement and relationship management required, experience supporting youth workforce development strongly preferred
- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Demonstrated success collaborating with others, including colleagues in non-profits, educational, social or governmental systems
- Knowledge of evidence-based practices in youth workforce development
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration
- Excellent customer service
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion while balancing the needs of all stakeholders
- Ability to design and implement systems necessary to gather, maintain and analyze statistical data and generate reports
- Proficiency in Microsoft Office as well ability to integrate a wide-range of technology and data management into daily work
- Excellent oral and written communication skills, including visual presentation of information and high-level command of grammar, spelling and word usage
- Strong organizational, analytical, critical thinking and problem-solving skills

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.