



Philadelphia Youth Network, Inc. Job Description

Job Title: Project Manager, Continuous Improvement (OST)		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Education & Workforce policy & Strategy
Reports to: Manager, Program Learning & Development		Date Posted: 7/30/19
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: 37.5/week <input type="checkbox"/> Exempt <input checked="" 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 Education and Workforce Policy & Strategy Department:

The Department leads cross-sector efforts to increase the high school graduation rate and decrease the disconnection rate. Primary components of this work include program pilot design, implementation and scaling; continuous program quality improvement; and policy research, analysis and communication.

About the Program Learning and Development Team:

The Program Learning and Development team seeks to increase the quality and quantity of career pathway opportunities for young people in Philadelphia. Through best practice quantitative and qualitative evaluation, we support programs and providers in a continuous improvement process to identify strong practices and opportunities for growth. Using these data and a collaborative approach, the PLD team facilitates professional development communities, designs learning opportunities and implements program supports to drive ongoing program quality improvement. The PLD team works in partnership with stakeholders who invest in the youth workforce system and sub-contractors who directly serve the youth.

All staff members are expected to embody PYN's core values (collaboration, innovation; respect, responsibility, and excellence) in how they represent the organization externally and model the intermediary spirit in their approach.

General Description:

The Project Manager, Continuous Improvement (PMCI) will design and implement high quality training, professional development and technical assistance for partners and direct service providers connected to the Department of Health and Human Services (DHS). Training will be focused on helping service providers move PYN's Career Development Framework (CDF) from theory to practice. This work will be done in close collaboration with DHS. The PMCI, in conjunction with the Manager, Program Learning & Development, will collaborate with internal and external teams to align, translate and use data to inform program practice and decision making. Based on ongoing feedback and communication the PMCI will iterate on PD and TA offerings to meet DHS provider needs. The PMCI will work with providers to identify areas of CDF and program alignment, and, areas where alignment and program quality could be increased. They will then in turn design and deliver professional development and offer resources to augment programming.

Essential Functions:

Project Design and Management

- Collaborate with key personnel at DHS to determine priority training topics and identify clear strategy for implementation
- Create and share a calendar that details upcoming monthly trainings

Professional Development and Trainings

- Provide orientations, trainings and coaching related to CDF integration and program quality components
- Identify professionals who can provide effective training and coaching to support service providers in their efforts to align programming with the Career Development Framework
- Manage all aspects of space, vendor and consultant contracting processes to ensure smooth operational functions
- Offer follow-up services as needed to ensure that services providers feel confident and comfortable with their understanding of the CDF and ability to align curriculum and activities with the CDF

Reporting

- Ensure structures are in place to capture and share necessary programmatic data – both internally and externally to providers
- Ensure structures are in place to identify provider challenges to meet established timelines when applicable
- Provide regular updates to department and organizational leadership on program status
- Provide external stakeholders and funders with requested information as needed
- Contribute to quarterly and annual program compliance reports
- Identify and communicate system-wide trends and gaps in programmatic strategy throughout the duration of the contract period
- Utilize data to inform PD/TA and coaching needs and delivery

Education, Experience & Skills Required:

- A Bachelor's Degree is required. A Master's Degree in related field (education, human services, policy) is a plus
- Minimum 2 years of project management experience
- Training and experience with positive youth development
- Experience with coaching adults on positive youth development and best practices in curriculum development
- Experience with organizing trainings and professional development
- 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, **strong skills in Excel preferred.**
- Ability and willingness to travel to various locations in Philadelphia
- Familiarity with PYN initiatives is preferred, but not required
- Preference given to candidates with experience working with underserved populations
- Preference to candidates with experience in youth workforce development

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