



Philadelphia Youth Network, Inc. Job Description

Job Title: Project Assistant		Location: 400 Market Street	
Division: External Relations		Department: External Relations	
Reports to: Executive Vice President		Date Posted: 10/24/18	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible		Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Type of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern			
<p>About the Philadelphia Youth Network:</p> <p>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 External Relations Department:</p> <p>The External Relations Division at PYN is responsible for the following bodies of work:</p> <ul style="list-style-type: none">• Business Engagement• Communications and Marketing• Convening efforts for citywide collaboratives, including Project U-Turn• Development• Policy• Program Management• Program Strategy <p>General Description: This position is grant funded from November 2018 – June 2019</p> <p>The Project Assistant will report to the Executive Vice President and will support key projects for the division There will be an opportunity to work across departments and engage with several members of the team.</p>			
<p>Essential Functions:</p> <ul style="list-style-type: none">• Provides essential day-to-day logistical support for the External Relations work and team.			

- Provide support in executing key projects, including an employer retail project, year-round employment experiences, planning for summer work experiences and key citywide projects related to education and employment.
- Support external meeting and event management, including scheduling and follow up.

Education, Experience & Skills Required:

- High school diploma or GED
- 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

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