Career Opportunity

Communications and Marketing Assistant

This position is grant-funded from January – September 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Communications and Marketing Assistant will support communications and outreach related to PYN’s work and programs, particularly summer jobs.

The Communications and Marketing Assistant will support outreach to provider partners and worksites involved in summer jobs including coordinating internally to streamline communication. The position may also require work in the field to distribute resources and materials. Primary responsibilities include:

- Supporting outreach efforts to PYN provider partners and worksites regarding programming, particularly summer jobs. This may include using communications tools including calendars, databases and mass email platforms
- Collaborating with PYN partners including providers and worksites as needed to deliver resources and materials to support summer jobs
- Drafting content for outreach tailored to provider and worksite audiences
- Collaborating internally to streamline communication, both processes and content, to support clarity in outreach to providers and worksites. This includes utilizing content calendars and other communications tools
- Supporting other Communications and Marketing efforts for PYN, as needed
- Supporting high volume summer activities at PYN as needed

Position requirements:

- High school diploma or GED as well as pursuing additional education
- Requires strong communication and writing skills, as well as management of a content calendar
- Familiarity with mass email platforms (Constant Contact) preferred
- Position will require some travel throughout Philadelphia within working hours
- 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)
Interested candidates should send a cover letter and resume to jobopps@pyninc.org.

PYN alleviates poverty by preparing young people to succeed in tomorrow’s workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at pyninc.org.