Career Opportunity

EVENTS SPECIALIST
This position is grant-funded from February – September 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Events Specialist that will support event proposals, calendars, managing logistics and deliverables with cross-functional teams.

The Events Specialist will support and manage organization-wide events including: (1) a summer jobs fair tailored to youth and young adults for awareness and recruitment, and (2) the WorkReady Celebrations Tour showcasing summer jobs in action, tailored to PYN supporters. The position will support event proposals, calendars, managing logistics and deliverables with cross-functional teams. Primary responsibilities include:

- Supporting event planning by drafting and coordinating event proposals, plans, logistics, timelines and deliverables
- Researching and getting proposals/bids from vendors and venues as needed for event planning purposes; coordinating with vendors and venues when selected to ensure smooth execution of deliverables
- Managing event planning outreach and related platforms (e.g. mass email, ticketing systems, databases, etc.)
- Coordinating internally with cross-functional teams to manage event timelines and deliverables
- 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
- Event planning experience in a professional capacity
- Strong writing, communication, and proofreading skills
- Familiarity with mass email (Constant Contact) and event planning platforms (Eventbrite) preferred
- Position will require some travel throughout Philadelphia within working hours

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.