Career Opportunity

Project Manager, Continuous Improvement

Philadelphia Youth Network (PYN) has an immediate opening for a full-time Project Manager, Continuous Improvement (PMCI). In conjunction with the Manager, Program Learning & Development (PLD), will collaborate with internal and external teams to implement PYN’s continuous improvement cycle of Assess, Plan, Improve with year-round and summer programs.

The Project Manager, Continuous Improvement, in conjunction with the Manager, PLD, will collaborate with internal and external teams to implement PYN’s continuous improvement cycle of Assess, Plan, Improve with year-round and summer programs.

To Assess, the PMCI will gather, analyze and translate quantitative and qualitative data from a variety of sources. Using those data, the PMCI in conjunction with the Manager, Program Learning & Development will work with internal and contracted programs to identify training needs, set goals and make plans for implementation.

Based on data gathered and planning sessions, the PMCI will design and implement high quality training, professional development and technical assistance for partners and direct service providers connected to year-round and summer programs. Training will focus on, among other things, helping service providers move PYN’s Career Development Framework (CDF) from theory to practice and embody quality programming as defined by the Weikart Youth Program Quality Assessment. Primary responsibilities include:

- Create and utilize surveys to determine provider interest in PD.
- Analyze quantitative and qualitative data to determine PD needs.
- Conduct site visits with providers to inform PD and capacity building efforts.
- Collaborate with manager of PLD to determine best fit for PD facilitators.
- Research appropriate facilitators and trainers to meet needs.
- Collaborate with Manager of PLD to drive conversations around program quality for both year-round and summer programming.
- Support the effort to produce timely, accurate, and informative Data Snapshots and Program Summary Reports, and support creation of Summer Report Cards.
- Provide orientations, trainings and coaching related to Weikart Youth Program Quality Assessment, trauma-informed practice, restorative practice, mental health wellness, financial literacy and CDF integration.
- Help recruit, interview, and onboard new staff.
- Read and research emerging trends and practices in Positive Youth Development and keep up to date on current PD offerings/events/research in order to provide the most current and effective PD to providers.
Position requirements:

- A Bachelor’s Degree is required. Master’s Degree in related field (i.e. education, human services, public administration, public policy) is a plus.
- Minimum 2 years of project management experience.
- Understanding of positive youth development, youth workforce development, alternative education and/or post-secondary access.
- Understanding of federal grants (especially WIOA and TANF) is a plus.
- Understanding of the non-profit landscape in the Greater Philadelphia Area.
- Experience cultivating and managing partnerships with community & advocacy organizations and/or government entities.
- Excellent customer service and problem-solving skills.
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail and a high level of accuracy.
- Demonstrated proficiency in Microsoft Word, Excel and PowerPoint as well ability to integrate a wide range of technology and data management into daily work.
- Familiarity with PYN initiatives is preferred, but not required.
- Willingness to travel to various locations throughout Philadelphia.
- Flexibility to work some nights and weekends as needed.
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting).

Interested candidates should email a cover letter and resume with salary requirements to jobopps@pyninc.org and please indicate Project Manager, CI in the subject line.

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.