



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Manager, Program Learning and Development		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> Program Services		<b>Department:</b> Program Management and Implementation	
<b>Reports to:</b> Director, PMI		<b>Date Posted:</b> 5/17/2018	
<b>Benefits:</b> <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5 per week  <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
<p><b>About the Philadelphia Youth Network:</b>          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 <a href="http://www.pyninc.org">www.pyninc.org</a>.</p> <p><b>About Program Management and Implementation:</b>          The Program Management and Implementation (PMI) team ensures that PYN's programmatic strategies are implemented with fidelity and supported throughout their planned lifecycle. As a conduit for local, regional, and national best practices, PMI ensures that programs are managed and evaluated to demonstrate the impact of the investment and services on youth in Philadelphia. In partnership with stakeholders who invest in the youth workforce development system and sub-contractors who directly serve the youth.</p> <p><b>General Description:</b>          The Manager of Program Learning and Development (MPLD) leads up the development and implementation of PYN's program learning and development strategies to support high quality implementation and better outcomes across our programs, centered around PYN's new Career Development Framework (CDF). This portfolio of work includes supporting PYN's summer and year-round programs in (1) using data and evaluation to reflect on progress and identify opportunities for continuous improvement, and (2) implementing evidence-informed practice by connecting programs to new opportunities, tools, and resources that enhance implementation and impact aligned with the CDF. The MPLD will work closely with PYN's Data Analytics Manager to support programs in ensuring that data collection and reporting support learning and program development across PYN's portfolio</p>			

of programs and at the organization level. Furthermore, the MPLD will work with an array of internal and external stakeholders to design and develop supports that are responsive to identified program development priorities and ensure linkages to national, regional, and local research to support program models and implementation strategies. Additionally, the MPLD will lead the development and implementation of new tools and resources, including program pilots, technology solutions, and assessments that support higher quality programming. The MPLD will oversee two staff members focused on continuous improvement and resource development. Lastly, the MPLD will contribute to the development of practice and research briefs and conference presentations reflecting program learning and development efforts with the field. The MPLD's responsibilities span the following areas:

- Staff and Project Management
- Data Inquiry Facilitation (with PYN-managed programs and PYN staff)
- Development of Learning Resources and Briefs
- Relationship Development and Management
- Program Design and Development

**Essential Functions:**

- Lead development of programmatic support interventions and program evaluation efforts
- Oversee the work and projects of Program Learning and Development staff
- Collaborate inter-departmentally to align programmatic support strategies and broader organizational efforts
- Develop and implement tools and processes that supporting a culture of data inquiry and decision-making within individual PYN-managed programs and at PYN
- Identify individual-level and portfolio-level supports that PYN can offer and lead to enhance program implementation and impact
- Develop and cultivate resource partnerships that offer additional support to portfolio of programs, for example curricular supports, assessment supports, and/or training supports
- Support and contribute to development of grant proposals focused on programmatic strategies
- Assist Senior Leadership and Board in providing data and information needed to support decision-making at the program strategy and organization level
- Work with internal and external stakeholders to provide and support the use of data to support decision-making about program design and implementation
- Maintain awareness of local and national research as it relates to the work of PYN and translate emerging promising and best practices to staff and partners
- Support development and dissemination of practice briefs that share information about program learning and development

**Education, Experience & Skills Required:**

- Master's Degree or Ph.D. in relevant field, e.g., Education, Social Work, or Public Policy
- Minimum of 7-10 years of experience, including some management experience
- Experience working in or with youth programs
- Strong verbal, written and public speaking communication skills
- Excellent interpersonal and networking skills
- Strong analytical and organizational skills
- Ability to convene and motivate teams and diverse populations

- Knowledge of local, regional and national education reform and workforce development issues and strategies
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Able to take ownership and drive activities to completion
- Successful completion of a criminal background check

**Work Environment**

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Travel**

Travel is local and occurs during the business day and on occasional weekends, as needed, throughout the City of Philadelphia to various locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer season.

**Physical Demands**

Physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee regularly communicates with business professionals at all levels. Employee must be able to exchange complex information accurately to a variety of internal and external audiences. The employee frequently moves about inside and outside the office. Frequently operates a computer and other office equipment such as copy machine, printers, telephone, etc.

**Work Authorization/Security Clearance**

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).

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**