



Philadelphia Youth Network, Inc. Job Description

Job Title: Professional Development Facilitator		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Partnerships for Employment Pathways	
Reports to: Associate, Partnerships for Employment Pathways		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: ~7.5 hours per week. See detailed schedule below. <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal (June – August) <input type="checkbox"/> Intern	
<p>About PYN:</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.</p> <p>About the Partnerships for Employment Pathways Department:</p> <p>Pathways department collaborates with partners locally, regionally and nationally to support education and employment opportunities for youth and young adults. We strive to achieve excellence in worksite quality across PYN initiatives and use innovative approaches in the direct management of youth workforce programs. Key areas of focus include:</p> <ul style="list-style-type: none"> Cultivating relationships with the employer community to support career-connected education opportunities Directly managing programing for youth workforce opportunities Leading worksite quality efforts across PYN initiatives Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults <p>Position Description:</p> <p>The Professional Development Facilitator is part of a seasonal team designed to support the Professional Development portion of the WorkReady summer internship model. Facilitators will be required to work two Intern Orientation Sessions (full-</p>			

day) the last week of June, and **six** Professional Development Sessions (full-day) every Friday, July 13th – August 17th.

Additionally, facilitators must be able to attend **one** training (half-day) in June (date TBD) and **one** debriefing session in August (date TBD). This position requires a flexible schedule and the ability to work Fridays.

The Professional Development Facilitator will be primarily responsible for ensuring that youth have a space to reflect on their summer work experience, while developing the skills needed to be successful in their workplace. Facilitators will be required to work collaboratively with others to conduct activities, facilitate discussions and guide students through completion of program elements.

This is a seasonal, part-time position at a rate of \$21 / hour.

Essential Functions:

Facilitation

- Serve as a resource for up to 30 students in a classroom setting by facilitating discussions and sharing strategies for a successful intern experience
- Engage interns' creativity and challenge them to find the links between work experience and the skills that are required for success
- Support interns as they complete a contextual learning project
- Monitor progress of interns' project to ensure completion
- Promote the development of key 21st century skills
- Participate in professional development activities, including orientations and trainings

Overall

- Perform other duties as assigned

Education, Experience & Skills Required:

- High school diploma or GED required and pursuing additional education
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Detail-oriented
- Ability to excel in a high-performing team and project a positive attitude
- Ability to be multi-task and be flexible
- Proficiency in Microsoft Windows and Office
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Work Environment

This job generally operates in a classroom setting. This role routinely uses standard educational equipment such as computers, white boards, flip charts and projectors. The noise level in the work environment may be loud.

Work Hours

Intern Orientations will be held during the last week of June and will run from 8am – 4:30pm

Weekly Professional Development Sessions will be every Friday July 13th - August 17th from 7:45am – 4:15pm

Travel

Travel is primarily local and occurs during the business day throughout the City of Philadelphia via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer and 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 youth who are participating in an employment program through in the WorkReady Philadelphia. Employee must be able to exchange accurate information in a variety of situations.

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.