



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Placement Assistant		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> External Relations		<b>Department:</b> Partnerships for Employment Pathways
<b>Reports to:</b> Director, Partnerships for Employment Pathways		<b>Date Posted:</b> 12/19/2018
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern

### About the Philadelphia Youth Network:

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 [www.pyninc.org](http://www.pyninc.org).

### About the Program Operations Department:

The Partnerships for Employment Pathways (PEP) department collaborates with partners locally, regionally and nationally to support in career-connected education and employment pathway 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 opportunities.

Key areas of focus include:

- Cultivating relationships with the employer community to support career-connected education opportunities
- Directly managing programing for youth workforce opportunities
- Leading worksite quality efforts for PYN initiatives
- Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults

### General Description:

The Placement Assistant is responsible for the adherence of PYN policies, process, and procedures to ensure the validity and reliability of data, review enrollment paperwork, and enter data into PYN's client tracking systems. The Placement Assistant is also responsible for analyzing and reporting performance regarding enrollment. This position

requires a flexible schedule, light travel, and work outside of the PYN office.

**Essential Functions:**

Youth Matching and Interviewing

- Evaluate youth applications and resumes to identify candidates for employer interviews
- Contact youth for interviews and placements for WorkReady internships
- Manage youth databases utilized by the department
- Serve as an example of professionalism for youth applicants during in-person interactions, over the phone, and in written communication

Youth Support and Professional Development

- Coordinate communication between youth and worksites
- Support timesheet entry and troubleshoot payroll issues
- Travel to worksites throughout Philadelphia to monitor quality and safety
- Facilitate the WorkReady Professional Development Series which will include:
  - Orientation of Professional Development Facilitators and youth to the project platform
  - Assisting with the implementation of project guidelines
  - Validating weekly assignments through the digital project platform
  - Inputting seminar attendance and youth survey data into relevant databases

**Education, Experience & Skills Required:**

- High school diploma or GED as well as pursuing additional education (bachelor's degree preferred)
- 1-3 years of related or demonstrated work experienced preferred
- Ability to work some evenings is preferred
- Excellent customer service skills
- Excellent problem-solving skills and the ability to take ownership and drive responsibilities through to completion.
- Ability to excel in a high-performing team and project a positive attitude
- Ability to use personal computer for word processing, database management and presenting presentation materials; proficiency in Microsoft Windows & Office and ability to integrate technology into operations.
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands.
- Willingness to engage, learn and grow continuously
- Demonstrated ability to work independently, prioritize projects, be flexible and initiate follow-through with attention to detail and a high level of accuracy.
- Develop and maintain effective working relationships
- Ability to employ flexibility and creativity in the face of ambiguity and challenge.
- Strong verbal and written communication skills.
- 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 send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**