



Philadelphia Youth Network, Inc. Job Description

Job Title: Placement Assistant		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Partnerships for Employment Pathways
Reports to: Director, Business Partnerships		Date Posted:
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 hours/weekly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern

About PYN:

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

About the Partnerships for Employment Pathways Department: The Partnerships for Employment 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:

- Cultivating relationships with the employer community to support career-connected education opportunities
- Directly managing programming 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

General Job Description:

The Placement Assistant is part of a seasonal team designed to provide city-wide access to youth interested in the internship model of PYN's summer program on behalf of WorkReady, managed by the Partnerships for Employment Pathways team at PYN. The

Placement Assistant will work to ensure approximately 500 youth are placed in opportunities and have a successful internship experience.

Essential Functions:

Youth Interview and Placement

- Understand worksite needs and requests to best identify youth based on skills, interests, location and requirements.
- Coordinate with Business Partnership Specialist to develop and understand interview scheduling and logistics
- Evaluate youth resumes and offer assistance in preparation for internship interviews
- Contact youth for interviews and placements for internships
- Act as direct contact between youth and PYN, troubleshooting any concerns around scheduling, time sheets and professional development series.
- Review and approve worksites in accordance with PYN policy and procedure
- Support other Placement Assistants to optimize youth placements

Youth Support and Professional Development

- Act as a direct contact between youth and PYN troubleshooting any concerns around scheduling time sheets and professional development series
- Assist with facilitating the Professional Development Series which will include:
- 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

Additional Supports

- Travel to worksites throughout Philadelphia to monitor quality and safety
- Other duties as assigned

Education, Experience & Skills Required:

- Bachelor's degree or currently pursuing post-secondary education (Bachelor's Degree preferred)
- 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
- Proficiency in Microsoft Windows and Office
- Ability to work evenings and weekends is preferred
- 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 professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud

Travel

Travel is primarily local and occurs during the business day throughout the City of Philadelphia and the surrounding counties to various worksite locations 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 business professionals at all levels and youth who are seeking employment in the Summer Program. Employee must be able to exchange accurate information in a variety of situations. The employee frequently moves about inside the office as well as outside while travelling to employer locations.

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.