



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: Director, Partnerships for Employment Pathways		Date Posted: 12/19/2018
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of Position: <input 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.

About the Partnerships for Employment Pathways 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 programming 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 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 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. They will be required to work collaboratively with others to conduct activities,

facilitate discussions and guide students through completion of program elements.

Facilitators will be required to:

- Attend one half-day day training to familiarize themselves with the Professional Development Curriculum
- Facilitate two full-day Intern Orientations in June
- Facilitate six full day Professional Development Sessions on Friday's between July and August
- Attend one debriefing session in August

Essential Functions:

- Deliver outlined curriculum to a classroom of at least 30 students while keeping them engaged 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
- Serve as an example of professionalism for youth applicants through in-person interactions, over the phone, and in written communication

Education, Experience & Skills Required:

- High School Diploma or equivalent, preferably pursuing further education
- 1-3 years of related or demonstrated work experienced; Managing a classroom and delivering curriculum a plus
- This position requires the ability to work Fridays
- Willingness to engage, learn and grow continuously
- Excellent problem-solving skills and the ability to take ownership and drive responsibilities through to completion.
- Demonstrated ability to work independently, prioritize projects, be flexible and initiate follow-through with attention to detail and a high level of accuracy.
- Ability to employ flexibility and creativity in the face of ambiguity and challenge.
- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Excellent customer service 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).

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.

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