



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Professional Development Specialist		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> External Relations		<b>Department:</b> Partnerships for Employment Pathways	
<b>Reports to:</b> Program Specialist, Partnerships for Employment Pathways		<b>Date Posted:</b>	
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> 20 hours / weekly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
<p><b>About PYN:</b></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><b>About the Partnerships for Employment Pathways Department:</b></p> <p>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.</p> <p>Key areas of focus include:</p> <ul style="list-style-type: none"> <li>• Cultivating relationships with the employer community to support career-connected education opportunities</li> <li>• Directly managing programing for youth workforce opportunities</li> <li>• Leading worksite quality efforts for PYN initiatives</li> <li>• Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults</li> </ul> <p>The Partnerships for Employment Pathways (PEP) department of the Philadelphia Youth Network operates as an internal provider and directly manages approximately 500 opportunities for in-school youth ages 14 to 21 through the Summer Internship model. As</p>			

an internal provider, the PEP department is responsible for recruiting worksites and youth for our program, as well as creating and implementing a professional development series designed to complement and enhance an intern's experience at their worksite.

**Position Description:**

The Professional Development Specialist will revise the PEP Department's professional development curriculum as well as plan and implement the Professional Development Orientation(s) and 6-week series. The Specialist will report to the Program Specialist (PEP) but may work closely with other city-partners and seasonal employees

In close consultation with the PEP Department, the Professional Development Specialist will create nationally-relevant professional development lessons (including a 4-hour student orientation, 6 2-hour lessons and assignment content of digital badge). The Specialist will also be responsible for creating and managing the facilitator training and guide.

**Responsibilities include, but are not limited to:**

*Provide input regarding new content and structure of the PD curriculum*

- Review of current and past curricula, existing regional and national approaches and secondary data relevant to the area of implementation, including life skills, 21<sup>st</sup> century skills, professional development and career readiness for students aged 14-21.
- Meet and discuss possible approaches and curricula with PYN staff, community partners and external stakeholders.

**Develop and write new content for the PD curriculum**

- The consultant will analyze the existing PD curriculum and revise it, consulting with PYN as needed to ensure that learning objectives, activities, and lesson structure are aligned. Lessons must abide by the following criteria:
  - Structure: All lessons should adhere to the same structure (e.g., the same overall progression from introduction of the concept to personal application)
  - Pedagogy: All lessons should be highly interactive, participant-centered and cater to multiple learning styles. As a whole, the program must use situational and participatory methodology.
  - Nationally relevant: The PD curriculum will be informed by national best practices and trends, with opportunity to focus on Philadelphia. Topics and content should be relevant for young people aged 14-21 enrolled in secondary education.
- Regular communication between the Specialist and the Program Specialist is expected throughout the summer. The Program Specialist will review and approve all new content.
- The PD curriculum will be produced with accompanying participant handbook or handouts. There is opportunity to utilize some technology within the classroom, scope and capacity to do so must be approved by the Program Specialist.

**Develop supplemental training materials**

- The Specialist will contribute content for a PD facilitator training manual to guide facilitators in the delivery of this new curriculum. The Facilitator training will include

content for facilitators to familiarize themselves with the curriculum and to train them in the facilitation methodology. Two facilitator support materials will be created:

- **Facilitator's Guide:** The facilitator's guide will include supplemental topics and materials relevant to the facilitation of the PD curriculum.
- **Facilitator's training content:** Reflecting the PD curriculum content, the training will be founded in participant-centered, experiential learning methodology. With guidance from the Program Specialist, Partnerships for Employment Pathways, the consultant will develop supporting materials including training manual, handouts and accompanying PowerPoint slides (as appropriate).

**Plan and Implement Intern Orientation and Professional Development Series:**

- The Specialist will assist the Program Specialist with the planning and implementation of the Professional Development Series:
  - Plan and develop content for Intern Orientation
  - Coordinate with partners to finalize dates and locations of Orientation and PD series
  - Order and manage supplies and printed materials for the Orientation and PD Series
  - Assist with screening and interviewing Professional Development Facilitators

**Monitor and Assist PD Facilitators with Sessions**

- Conduct in person monitoring and evaluation of the PD curriculum and delivery.
- Complete informational interviews with participants and facilitators to obtain qualitative feedback.
- Produce memo recommending future evolution or changes to PD curriculum and/or facilitator training.

**Education, Experience & Skills Required:**

- Bachelor's degree in Curriculum Development, Education, Organizational Development, Communications or Business required (Master's Degree preferred).
- Experience teaching or facilitating 21<sup>st</sup> century skills, business, life skills, communications or professional development workshops.
- Ability to communicate through verbal and written means with individuals, small groups and in front of large audiences at all levels of the organization, supported by a strong ability to use technology.
- Experience in workforce development, youth development and/or urban education issues preferred.
- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/spelling and terminology that is interesting and varied.
- Familiarity with PYN initiatives is preferred, but not required.
- Familiarity with Digital on Ramps is preferred, but not required.

- Demonstrates experience working effectively with groups of young people ages 12-21.
- Demonstrates strong presentation skills.
- Demonstrates high level of comfort interacting with youth in group settings.
- Demonstrates a positive attitude, willingness and appreciation for diverse personalities and learning styles.
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, and F.B.I. fingerprinting).

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