



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Program Manager, Career Bridging		<b>Location:</b> Job Corps Life Science Institute: 2810 S. 20 <sup>th</sup> Street, Philadelphia PA	
<b>Division:</b> External Relations		<b>Department:</b> External Relations	
<b>Reports to:</b> Senior Director, External Relations		<b>Date Posted:</b>	
<b>Benefits:</b> <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5 per week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intern	
<b>About PYN:</b> <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. For more information, visit <a href="http://www.pyninc.org">www.pyninc.org</a>.</p>			
<b>Position Description: This position is grant funded from April, 2018 – June, 2019</b> <p>The Program Manager will manage operations for a new PYN pilot program, <i>Career Bridging</i>, funded via Philadelphia Works' <i>Employment Connections for Opportunity Youth</i> grant, serving youth and young adults who are transitioning out of the School District of Philadelphia's Career Technical Education (CTE) Healthcare related programs. The <i>Career Bridging</i> program will serve 55 young people over the course of 18 months.</p> <p>The Program Manager will work with key partners supporting the facilitation of occupational skills training, work experience and on-the-job training. The Program Manager will directly manage the Case Manager role.</p> <p>This position will sit off-site at Job Corps Life Science Institute at 2810 S. 20<sup>th</sup> Street, Philadelphia PA 19145 and will travel to PYN main offices, 400 Market Street, at least once a week.</p>			

**Essential Functions:**

- **Program Management**
  - Lead the implementation of the Career Bridging program, working closely with core partners including the School District of Philadelphia and Job Corps Life Science Institute
  - Lead partner meetings throughout grant period
  - Directly manage Case Manager, who will be working closely with participants to develop and support Individual Service Strategies, goals and addressing any barriers
  - Facilitate Job Readiness training focused on the development of 21<sup>st</sup> century skills.
  - Work closely with Job Corps Occupational Skills Training staff to ensure participant attendance and participation and integration of financial literacy into Job Readiness curriculum
  - Attend all organization meetings and trainings
  - Maintain necessary and required databases
  - Provide bi-weekly program updates to Senior Director, External Relations
  - Submit required reports to funder
  - Coordinate with funder for compliance visits
  
- **Recruitment and School Support**
  - Manage relationships with School District of Philadelphia Healthcare CTE schools and partners, recruiting exiting seniors and graduated students into Career Bridging program.
  - Develop and execute strategies for participant referral, recruitment and enrollment
  - Ensure compliance of youth files
  
- **Worksite Development and Support**
  - Coordinate with the Partnerships for Employment Pathways Director and staff to develop strategies and support recruitment of healthcare worksites to host youth participating in career exposure activities and internships
  - Conduct worksite visits with employers to ensure high quality and safe experiences for participants
  - Manage worksite relationships
  - Update and manage worksite database
  - Maintain tracking system of participant work experience hours and data entry into required databases
  - Maintain On-the-Job Training documentation, tracking and partnerships with worksites
  
- **Youth Support**
  - Provide career guidance and planning through ISS goals and cohort meetings
  - Manage the matching and placement process for work experience and on-the-job training.
  - Support professional development of participants

Other duties as assigned

**Required Education, Experience & Skills Required:**

- Bachelor's degree required; degree in youth development, social work, community/urban affairs, public policy preferred
- 3+ years' experience in direct service programming
- An understanding/or experience in of the Philadelphia Healthcare industry and sector preferred
- Knowledge of Temporary Assistant for Needy Families (TANF) funding stream and eligibility requirements
- Demonstrated success engaging systems and/or individuals
- Knowledge of local and national education reform and workforce development strategies
- Ability to provide excellent customer service
- Ability to design and implement systems necessary to gather, maintain and analyze statistical data and generate reports
- Ability to develop and implement micro and macro level interventions
- Excellent oral and written communications skills, supported by a strong ability to use technology
- Demonstrated ability to manage multiple projects in a high-paced environment which includes being highly self-motivated and disciplined; able to take ownership and drive projects through to completion
- Ability to convene and motivate teams and diverse populations
- Must be highly flexible and adaptable
- Strong organizational, analytical, critical thinking and problem-solving skills
- Skill in the use of personal computers, related software applications and ability to integrate technology into operations
- Experience in workforce development, youth development and/or urban education issues preferred
- Familiarity with PYN initiatives is preferred, but not required

**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. Frequent travel may occur during program operating months.

**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 WorkReady 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 enrollment session sites and partner schools. Frequently operates a computer and other office equipment such as copy machine, printers, telephone, etc.

**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.