



Philadelphia Youth Network, Inc. Job Description

Job Title: Project Specialist		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Partnerships for Employment Pathways	
Reports to: Project Manager, Partnerships for Employment Pathways		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 per week <input type="checkbox"/> Exempt <input checked="" 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: <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 www.pyninc.org.</p>			
About the Partnerships for Employment Pathways Department: <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">• 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			
Position Description: <p>The Project Specialist is part of a seasonal team designed to provide city-wide access to youth interested in PYN summer programs on behalf of WorkReady. The Project Specialist will work with the department as well as key partners that are operating special projects through the summer program. The special projects may include the Bloomberg Arts</p>			

Summer Internship Program, the Career and Technical Education Internship Program, the Business Education Partnership Internship Program, and the GEAR UP Summer Internship Program.

Note: This is an hourly position with a potentially flexible work schedule. Please indicate your availability in your cover letter or email.

Essential Functions:

- **Youth Support**
 - Support youth referral, recruitment, and enrollment process
 - Support matching and placement process for summer internships
 - Support professional development of interns and facilitate intern professional development sessions

- **Partner and School Support**
 - Manage relationships contracted partners that will include the School Districts Office of Career Technical Education, GEAR UP, Business Education Partnership and the Bloomberg Arts Initiative
 - Ensure program requirements are met for each partner
 - Provide technical support to partners running Summer Internship programs

- **Worksite Development and Support**
 - Support recruitment of worksites to host youth participating in PYN programming, specifically the summer employment program
 - Conduct worksite visits with employers to ensure high quality and safe experiences for interns
 - Manage worksite relationships
 - Update and manage worksite database

Other duties as assigned by direct supervisor and members of the Partnerships for Employment Pathway department

Education, Experience & Skills Required:

- Bachelor's degree or currently pursuing post-secondary education (Bachelor's Degree preferred)
- Minimum one-year experience working with youth or young adults in some capacity
- Ability to take ownership and drive responsibilities through to completion
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- 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
- Familiarity with PYN initiatives is preferred, but not required

- 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.

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. Employee must be able to exchange complex information accurately to a variety of audiences such as providers, partners, governmental agencies, etc. The employee frequently moves about inside the office. 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.

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