



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Project Specialist (SLIP)		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> Program Services		<b>Department:</b> Program Management & Implementation
<b>Reports to:</b> Project Manager		<b>Date Posted:</b>
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5 per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal (Full-Time, May - August) <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](http://www.pyninc.org).

### About WorkReady Philadelphia:

WorkReady is a citywide effort to address the skills gap by convening partners, employers, leaders of youth-serving systems and youth to build a coordinated approach to preparing young people for future employment. WorkReady stakeholders seek to give young people ages 12-24 access to a meaningful paid work experience that promotes self-efficacy, connects youth to caring adults and offers the opportunity to build the transferable skills required to secure and sustain employment. WorkReady is managed by the Philadelphia Youth Network (PYN). For more information, visit [www.workready.org](http://www.workready.org).

### About the Program Management and Implementation Department:

The Program Management and Implementation (PMI) teams ensures that PYN's programmatic strategies are implemented with fidelity and supported throughout their planned lifecycle. As a conduit for local, regional, and national best practices, the PMI ensures that programs are managed and evaluated to demonstrate the impact of the investment and services on youth in Philadelphia. In partnership with stakeholders who invest in the youth workforce development system and sub-contractors who directly serve the youth.

**Position Description:**

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 State/Local Internship Program, Summer WorkReady Program, Digital Learning Project, and supporting special events

*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 enrollment and orientation process
  - Support matching and placement process for summer internships
  - Support professional development of interns and facilitate intern professional development sessions
  
- **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
  - Ensure program requirements are met for each worksite
  - Provide technical support to worksites running Summer Internship programs
  - Manage worksite relationships
  - Update and manage worksite database

Other duties as assigned by direct supervisor and members of the Program Services 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](mailto:jobopps@pyninc.org).**