



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: Director, Partnerships for Employment Pathways

Date Posted: 12/19/2018

Benefits:

- Eligible
 Not Eligible

Hours:

- Exempt
 Nonexempt

Type of Position:

- Full-time
 Part-time Temporary
 Seasonal
 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 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 within the department and key partners operating special projects including Summer Jobs Connect (Financial Literacy and Empowerment) as well as the offices of School District Career and Technical Education and GEAR UP Summer Programs.

Essential Functions:

Youth Support

- Support the execution of strategies for youth referral, recruitment, and enrollment
- Support the matching and placement process of youth into summer jobs
- Support the planning of professional development and sessions during the summer
- Collect, input and reconcile youth timesheets and provide reports for each payroll period
- Manage youth databases utilized by the department

Partner and School Support

- Coordinate relationships with contracted partners including the School District's Office of Career Technical Education and GEAR UP
- Ensure program requirements are met for each partner
- Provide technical support to partners running Summer Internship programs

Worksite Development and Support

- Coordinate requests from worksites to host subsidized opportunities and refer them to PYN's contracted providers
- Conduct worksite visits to ensure high quality and safe experiences for interns
- Manage worksite databases utilized by the department

Education, Experience & Skills Required:

- Bachelor's degree preferred or currently pursuing post-secondary education
- 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)

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