



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Project Specialist, AAI		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> External Relations		<b>Department:</b> Partnerships for Employment Pathways	
<b>Reports to:</b> Project Manager, Partnerships for Employment Pathways		<b>Date Posted:</b> 7/23/18	
<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 type="checkbox"/> Temporary/Seasonal (Full-Time, January - August) <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. For more information, visit <a href="http://www.pyninc.org">www.pyninc.org</a>.</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>			

**Position Description:**

The Project Specialist joins the External Relations Division at PYN to support the expanding employer demand driven initiatives. Overall, the individual will work closely with the Project Manager, PEP, the business community, youth and young adult participants and programmatic stakeholders both internally and externally.

The individual will support professional development, program management, business and partner engagement, youth supports and maintenance of relationships with demand driven programs in the Greater Philadelphia region (Philadelphia, Chester, Delaware, Bucks, and Montgomery counties).

The initial focus of the role will be within the apprenticeship sector by supporting the implementation and management of apprenticeship programs, specifically the CVS Health Retail Pharmacy Technician Registered Apprenticeship Program, in partnership with the Southeast Pennsylvania Region American Apprenticeship Initiative.

**The Southeast Pennsylvania Region American Apprenticeship Initiative (AAI)**

The Southeast Pennsylvania Region American Apprenticeship Initiative (SEPA Region AAI) will develop pre-apprenticeship and registered apprenticeship programs in the information technology (IT) and behavioral health industries through employer outreach, engagement, and technical assistance in program development. SEPA Region AAI will target opportunity youth (ages 16-24, out of school, not fully employed) to participate in these pre-apprenticeship and registered apprenticeship programs through outreach, engagement, and support as participants go through and complete these programs.

The CVS Health Retail Pharmacy Technician Registered Apprenticeship Program provides structured training to maintain the high level of customized skills required in the pharmacy care industry and equips participants with a nationally recognized, portable credential. This includes the completion of 160-hour externship prior to apprenticeship, 2,000 on the job learning hours and 175 hours of related instruction. The program is a competency based model and certifications include:

- Level I: Pharmacy Technician; DOL Certificate of Training
- Level II: Lead Technician; DOL Certificate of completion.

**Essential Functions:****Professional Development**

- Design professional development curriculum that aligns with the goals of demand driven employer partnerships and programs including the CVS Health Retail Pharmacy program
- Facilitate ongoing monthly professional development sessions, including logistics, for youth apprentices in alignment with the curriculum
- Conduct monthly individual check-ins with participants that are focused on development of 21<sup>st</sup> century skills
- Collaborate with youth intermediary organizations to ensure that participants are prepared for both pre-screening and employer interviews
- Work closely with youth recruitment partners to identify and prepare young adults for their suitability to move out of CVS pre-apprenticeship programs into

registered apprenticeship programs, educational institutions, and/or employment and support their progress and completion of these programs.

### **Program Management**

- Partner with youth referral partners to present information sessions to young people about apprenticeship programs.
- Refer interested applicants to Pharmacy Tech pre-requisite coursework prior to the start of the apprenticeship
- Coordinate referral process for both externship and apprenticeship positions
- Conduct site visits at local CVS stores with the goal of developing relationships with supervisors. understanding work culture and expectations with the goal of infusing lessons learned in professional development classes.
- Monitor CVS Pharmacy Technician national certification exams and work with certification vendors. Exams will take place during related instruction facilitated by employer.

### **Business Engagement and Partnerships**

- Support the development of relationships with system partners and practitioners
- Provide opportunities for employer feedback (i.e. surveys and focus groups)
- Attend SEPA Region American Apprenticeship Collaborative which is the central strategic oversight body of pre-apprenticeship and registered apprenticeship programs in the Greater Philadelphia region.

### **Youth Support**

- Support the develop and execution of strategies for youth referral, recruitment, and enrollment
- Support professional development of youth apprentices and facilitate professional development sessions
- Monitor hours worked for both pre-apprenticeship(externship) and apprenticeship

Other duties as assigned by direct supervisor and members of the External Relations Division.

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

- Bachelor's degree preferred with a minimum of 1-3 years of experience supporting youth workforce development programs preferred
- Minimum one-year experience working with youth or young adults in some capacity
- Knowledge or an understanding of apprenticeship and work-based learning programs preferred
- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Experience in the design and delivery of professional development curriculum
- Demonstrated success collaborating with others, including colleagues in non-profits, educational, social or governmental systems
- Ability to take ownership and drive responsibilities through to completion
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration

- 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 will occur during the business day throughout the City of Philadelphia and the surrounding counties (Bucks, Montgomery, Delaware & Chester) to various worksite locations via walking, public transit and on occasion personal vehicle. Having a personal car is preferred.

### **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).**