



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Provider Specialist		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> Program Services		<b>Department:</b> Program Management & Implementation	
<b>Reports to:</b> Summer Supervisor		<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 <input type="checkbox"/> Intern	
<p><b>About the Philadelphia Youth Network:</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 Program Management and Implementation Team</b></p> <p>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.</p> <p><b>General Description:</b></p> <p>The Summer Provider Specialist is part of a seasonal team that offers support to providers and youth who participate in PYN Summer Programming on behalf of WorkReady Philadelphia. The Provider Specialist will be primarily responsible for the oversight of all contractor (provider) administrative and programmatic requirements related to the successful implementation of the WorkReady Summer program.</p> <p>This position requires a flexible schedule beginning March through August.</p>			

**Essential Functions:**

- Understand the life cycle of the Summer Program from execution of provider contracts to youth program completion
- Oversee provider implementation of all administrative and programmatic requirements related to the Summer Program including but not limited to: youth eligibility; enrollment; placement; payroll; worksite development and provider/youth assessment and evaluation
- Monitor the requirements of programs as outlined by model, funding stream and/or applicable child labor laws
- Interface with internal PYN departments to improve program service and troubleshoot provider needs
- Facilitate proactive, coordinated communications to specific groups (internal PYN staff, providers, youth, schools)
- Serve as an example of professionalism for youth, providers and other seasonal staff
- Engage in special projects as assigned by the Summer Supervisor and/or the Program Implementation Manager

**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
- Strong verbal and written communication skills
- 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
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Familiarity with PYN initiatives is preferred, but not required
- Proficiency in Microsoft Windows and Office
- 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**

Not required

**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 internal and external audiences. 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).**