



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Provider Specialist		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> External Relations		<b>Department:</b> Program Operations
<b>Reports to:</b> Director, Program Operations		<b>Date Posted:</b> 12/19/2018
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> <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 Temporary <input checked="" type="checkbox"/> 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 the Program Department:</b></p> <p>The Program Operations (PO) team ensures that PYN's programmatic and operational strategies are implemented with fidelity and supported through the planned lifecycle. As a conduit for local, regional, and national best practices, the PO team integrates a continuous improvement approach to ensure that programs are managed, operated, and evaluated at a high-level, enhancing and strengthening the impact of programming on youth in Philadelphia. The PO team works in partnership with stakeholders who invest in the youth workforce 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. This position requires a flexible schedule beginning March through August.</p>		
<p><b>Essential Functions:</b></p> <p>Provider Relationship</p> <ul style="list-style-type: none"> <li>• Understand the life cycle of the Summer Program from execution of provider contracts to youth program completion</li> </ul>		

- Oversee approximately 40 provider relationships and implementation of all administrative and programmatic requirements related to the Summer Program within that relationship including but not limited to: youth eligibility; recruitment; enrollment; placement; payroll; worksite development and provider/youth assessment and evaluation
- 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)

#### Operations

- Monitor the requirements of programs as outlined by model, funding stream and/or applicable child labor laws
- May support quality review (on- and off-site) of participant files and data entry of worksite agreements to place youth with provider
- May support file submission and/or pick-up at provider site
- Support and troubleshoot submission of timesheets and subsequent youth payroll

#### Other

- Serve as an example of professionalism for youth, providers and other seasonal staff
- Perform other duties as assigned

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

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

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**