



Philadelphia Youth Network, Inc. Job Description

Job Title: Recruitment and Enrollment Coordinator, PMI		Location: 400 Market Street, Suite 200
Division: Program Services		Department: Program Management & Implementation
Reports to: Project Manager, PMI		Date Posted:
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
<p>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</p> <p>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.</p> <p>General Description: The Recruitment and Enrollment Coordinator is part of a seasonal, multi-functional team designed to support the oversight and coordination of PYN's summer employment programming on behalf of WorkReady Philadelphia, serving upwards of 8,000 young people. The Recruitment and Enrollment Coordinator is the lead coordinator of PYN's enrollment effort for the summer program. Additionally, the Recruitment and Enrollment Coordinator will work with a team of liaisons to support the administrative oversight and support of our network of community-based provider organizations. The supervisor will work closely with full-time PYN staff to support day-to-day program operations.</p>		

Essential Functions:*Staff Supervision & Support*

- Plans and supports orientation and on-boarding of seasonal enrollment teams.
- Provides day-to-day supervision of seasonal enrollment teams, including the oversight of ongoing training.
- Coordinates execution of programmatic timelines, aligning the activities and work products of seasonal enrollment teams with key program dates and deadlines.
- Convenes and facilitates meetings with seasonal enrollment teams, as necessary to foster effective communication and dissemination of information.

Recruitment Partner Relationships

- Develop and maintain relationships with city-wide partners to effectively manage and execute youth recruitment and enrollment. Support partners throughout the summer program, where appropriate.

Data & Reporting

- Coordinate the design and use of reports by seasonal enrollment teams. Employ communication strategies to disseminate timely and relevant information across departments.
- Enter information into internal database(s); tracking data using Microsoft Excel.

Overall

- Provide support to full-time staff in the implementation of the summer program.
- Other duties as assigned by Program Implementation Manager.

Education, Experience & Skills Required:

- Bachelor's Degree preferred, some post-secondary education required
- Experience convening, leading and supervising diverse teams
- Demonstrated ability to manage multiple projects in a high paced environment which includes being highly self-motivated and disciplined; able to take ownership and drive projects through to completion
- Demonstrated success collaborating with other educational, social, workforce, or governmental systems
- Ability to design and implement systems necessary to gather, maintain and analyze statistical data and generate reports
- Ability to provide excellent customer service
- Ability to communicate effectively, both orally and in writing
- Must be highly flexible and adaptable
- Strong organizational, analytical, critical thinking and problem-solving skills
- Skill in the use of personal computers, related software applications and ability to integrate technology into operations
- Familiarity with PYN initiatives is preferred, but not required
- Ability to work evenings and weekends is preferred
- 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.