



Philadelphia Youth Network, Inc. Job Description

Job Title: Summer Assistant		Location: 400 Market Street, Suite 200	
Division: Information and Operation Systems		Department: Compliance and Operations	
Reports to: Director, Compliance and Operations		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 hours/weekly FLSA Status: <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:</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 undeserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.</p> <p>About WorkReady Philadelphia:</p> <p>WorkReady is a citywide effort to address the skills gap by convening partners, employers, leaders of youth-serving systems and youth to build a coordinated approach to preparing young people for future employment. WorkReady stakeholders seek to give young people ages 12-24 access to a meaningful paid work experience that promotes self-efficacy, connects youth to caring adults and offers the opportunity to build the transferable skills required to secure and sustain employment. WorkReady is managed by the Philadelphia Youth Network (PYN). For more information, visit www.workready.org.</p> <p>About Compliance and Operations Department:</p> <p>The Compliance and Operations unit (CO) is accountable for adherence of Federal, State and Local regulations and guidance. The CO develops administrative policies and procedures to ensure consistent administration processes across program models. The CO is responsible for the testing of the adherence of administrative policies for PYN's client tracking systems. The CO creates a baseline for service delivery system includes, but is not limited to, youth enrollment, youth payroll, worksite development, and the support of implementation plans and timelines.</p>			

Position Description:

The C&O Summer Assistant is part of a seasonal team designed to support the implementation of summer employment programming on behalf of the WorkReady Philadelphia. The C&O Summer Assistant will support the Summer Programming operations around youth, worksites, and clearance files, securing the safety of personal identifying information, filing, and support administrative day-to-day needs for summer program implementation for upwards of 8,000 young people between April and August.

- **File Management**
- **Operations**
- **Data Governance**
- **Reporting**

Responsibilities include, but are not limited to:**File Management**

- Adherence to the file management policies and protocols to ensure that youth files are organized and stored properly
- Ensure all files received are filed away and can be retrieved if requested
- Shifting and maintaining a filing system for about 10,000 files along with worksite agreements, clearances, and monitoring forms
- Labeling of the file room for easily navigation
- May support file pick up from provider locations and needs to be willing to travel in the city

Operations

- Adherence to PYN's Administrative and Compliance Policies, Process and Procedures (PPP)
- Using the PYN approve source documentation list against submitted documentation to determine any data discrepancies via the following data fields (e.g. SSN, Date of Birth, etc.)

Data Governance

- Ensure the correct labeling of a file prior to filing it away Last Name, First Name, last 4-digits of SSN against documentation proof
- Support quality reviews of files and worksites to ensure completed file prior to entry if needed

Reporting

- Share and communicate and file room challenges weekly
- Communicate any challenges that arise to Director, Compliance & Operations at bi-weekly group check-ins

Professional Etiquette

- Serve as an example of professionalism for youth applicants through in person interactions, over the phone, and in written communication.

Overall

- Enter information into internal database(s).

- Perform other duties as assigned.

Education, Experience & Skills Required:

- High school diploma or GED; pursuing post-secondary education. (Bachelor's Degree preferred)
- Ability to take ownership and drive responsibilities through to completion
- 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
- 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 is primarily local and occurs during the business day throughout the City of Philadelphia and the surrounding counties to various worksite locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer and summer season.

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.