



Philadelphia Youth Network, Inc. Job Description

Job Title: Senior Project Manager, Program Implementation		Location: 400 Market Street	
Division: External Relations		Department: Program Implementation	
Reports to: Director, Program Implementation		Date Posted:	
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Intern	
General Description: This position is responsible for management and oversight of a portfolio of programs at Philadelphia Youth Network (PYN). Programs may be operated internally or via a network of sub-contracted providers.			
Essential Functions: <ul style="list-style-type: none"> Provide oversight of program implementation for a portfolio of programs. This position ensures all aspects of service delivery are occurring, including but not limited to; recruitment/enrollment, placement, upskilling and training and technical assistance, and payment Provide oversight of the development and management of necessary partnerships required for program service delivery. Partnerships include those with funders, stakeholders, employers, worksites, and community-based organizations. This position represents PYN at external meetings when appropriate based on their portfolio of programs Develop strong cross-functional relationships with PYN departments and staff to ensure successful program service delivery. This includes initiating and facilitating meetings with key staff for programmatic implementation, development of recommendations, tools, and budgets for program implementation in partnership with cross-functional leads, troubleshooting and solution development as it relates to program delivery and constituent experience Analyze and report key program performance measures (e.g. recruitment/enrollment, placement, retention, credential attainment). Data reports and updates to internal and external stakeholders on a weekly, monthly, quarterly and annual basis Ensures that tools, guides, marketing materials, trainings, policies, and procedures are developed for all programs within the management portfolio. Resources may be developed directly by this staff person, by the staff they directly manage, other staff in the organization with specific expertise and/or via external consultants Provide leadership, management and support to direct reports. This includes but is not limited to, regular staff supervision, executing professional development and performance management processes, delegating tasks associated with special projects and elevating questions, concerns and challenges of staff to direct 			

supervisor

- Supports the management of programmatic budgets within their management portfolio

Education, Experience & Skills Required:

- Bachelor's Degree required in a related field (i.e., education, human services, public administration, public policy)
- 3-5 years of staff management required
- Minimum 2 years of project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Organizational skills and ability to manage a team in fast-paced environment
- Excellent communication skills (written and oral)
- Experience with youth workforce development preferred
- Proficiency in Microsoft Word and Excel as well ability to integrate a wide range of technology and data management into daily work
- Excellent active listening skills
- Excellent critical thinking skills and ability to be solution oriented
- Ability to complete job tasks in a timely manner with a high level of quality
- Ability to lead and work within cross-functional teams
- 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)