



Philadelphia Youth Network, Inc. Job Description

Job Title: Program Associate		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Program Compliance and Monitoring	
Reports to: Director, Program Compliance and Monitoring		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	
<p>General Description:</p> <p>The Program Associate is responsible for providing support to city partners, young people and families who need to be qualified to participate in PYN portfolio of programs. This includes facilitation of citywide enrollment sessions for helping youth and their families with qualifications, determining qualification of participant files and worksite/job qualifications. This role provides specialized support to CUA's, Juvenile Justice partners, foster care, target schools and zip codes.</p>			
<p>Essential Functions:</p> <ul style="list-style-type: none"> Facilitate enrollment session activities to ensure youth and young adults have access to submit completed files to get connected to PYN programs. Develop enrollment communication to youth and special partners to include emails and phone calls to follow up to outstanding enrollment needs. These activities include both in-person and virtual expectations and will require the development of presentations to address the audience's needs Quality review of participant, provider and worksite documentation including but not limited to participant files, worksite agreements. Quality review can occur virtually or in-person, at PYN, provider office or partner location Develop and review enrollment data reports to identify concerns and document and communicate actions steps and timelines to supervisor Support PYN's internal and external monitoring preparations for monitoring visits This position attends divisional, organization-wide and other team related meetings to ensure information sharing and to assist with other PYN initiatives whenever needed Attends divisional, organization-wide, and other team related meetings to ensure information sharing and to assist with other PYN initiatives whenever needed Perform other duties as assigned 			

Education, Experience & Skills Required:

- High School Diploma or equivalent with 2-3 years of related or demonstrated work with youth workforce development required
- Ability to navigate multiple data platforms including Windows Office Suite and Adobe
- Willingness to engage, learn and grow continuously
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Demonstrated ability to work independently, prioritize projects, be flexible and initiate follow-through with attention to detail and a high level of accuracy
- Develop and maintain effective working relationships
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Strong verbal and written communication skills
- Strong interpersonal skills
- Excellent customer service skills
- Successfully passing 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)