



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Project Associate		<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> 11/26/18
<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 type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern

### **About the Philadelphia Youth Network:**

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](http://www.pyninc.org).

### **About the Program Operations Department:**

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 works in partnership with stakeholders who invest in the youth workforce system and sub-contractors who directly serve the youth, which manages centralized administrative processes and protocols that increase system-level and individual program efficiencies across year-round, summer, and pilot programming. Works closely with sub-contracted providers and local partners to manage programming; to monitor service delivery; and to oversee the programmatic wage and incentive system, ensuring administrative efficiency and accuracy. The PO team continuously analyzes and modifies the design of operational and programmatic structures to maintain a high level of performance across programming in Philadelphia.

### **General Description:**

The Project Assistant joins the Program Operations team at PYN to support the expanding year-round and summer program portfolio. Overall, the individual will work closely with the Program Operations team to support communication with internal and external stakeholders and oversee programmatic- and compliance-related issues.

The individual will coordinate multiple tasks related to quality review and data entry and

tracking for participants and worksites. In addition, they will support programmatic monitoring site visits to ensure compliance and carry out related functions.

**Essential Functions:**

**Operations**

- Support Program Operations team with summer & year-round projects related to data entry, participant quality review, provider communication, and worksite development
- Support recruitment and enrollment of participants during year-round and summer programming
- Monitor the submission and quality review of year-round and summer participants files
- Support the onboarding and training of seasonal staff
- Conduct on-site quality review and participant enrollment file intake for large provider contingencies as needed
- Support file management and review of year-round program participants
- Support the closeout of provider record retention archiving activities for summer and year-round programs

**Data Governance**

- Quality Review participant files in PYN client-tracking system (PYNDEX) to ensure eligibility/enrollment completeness and accuracy
- Quality Review participant data entered in online application in PYNDEX prior to determination of complete or incomplete file status
- Data entry into PYNDEX manually for programs that use paper applications
- Coordinate entry and tracking of worksite agreement and monitoring forms, and manage worksite supervisor clearance statuses
- Review of clearances for youth and worksite supervisors to ensure they are cleared for programming

**General**

- All staff members are expected to embody PYN's core values (collaboration, innovation; respect, responsibility, and excellence) in how they represent the organization externally, and model the intermediary spirit in their approach.
- Perform other duties as assigned

**Education, Experience & Skills Required:**

- High School Diploma or equivalent required with 1-3 years' experience supporting youth workforce development programs preferred
- Minimum one-year experience working with youth or young adults in some capacity
- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Demonstrated success collaborating with others, including colleagues in non-profits, educational, social or governmental systems
- Ability to take ownership and drive responsibilities through to completion
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration

- 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
- Familiarity with PYN initiatives is preferred, but not required
- 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).**