



Philadelphia Youth Network, Inc. Job Description

Job Title: Senior Business Partnership Specialist		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Partnerships for Employment Pathways
Reports to: Director, Partnerships for Employment Pathways		Date Posted: 7/23/19
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"/> 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.

About the Partnerships for Employment Pathways Department:

The Partnerships for Employment Pathways department collaborates with partners locally, regionally and nationally to support career-connected education and employment pathway opportunities for youth and young adults. We do this by engaging the regional business community to understand their current and future talent needs and connect them to initiatives, programs and opportunities that develop a true talent pipeline of Philadelphia residents. In addition, we strive to achieve excellence in worksite quality across PYN initiatives and use innovative approaches in the direct management of youth workforce opportunities.

Key areas of focus include:

- Partnering with key stakeholders to launch, coordinate and manage citywide campaigns targeted towards engaging the business community
- Cultivating relationships with the employer community to support career-connected education opportunities
- Leading worksite quality efforts across PYN initiatives
- Supporting city-wide partners and projects to promote high-quality employment pathway opportunities for our city's youth and young adults

General Description:

The Senior Business Partnership Specialist (SBPS) position requires an energetic and innovative individual who will connect employers to talent by building and maintaining relationships within the regional business community, understanding their current and future workforce needs and connect them to the larger youth workforce system. The SBPS will work closely with the Director, Partnerships for Employment Pathways, other members of the department and organization, and key external stakeholders to increase investments by the business community in city-wide career development programs. Travel occurs throughout the City of Philadelphia and the surrounding counties to via walking, public transit and on occasion personal vehicle. This will constitute 50% of the position with more frequent travel occurs during pre-summer and summer season. Another 30% will be dedicated to attending meetings and networking events in the evening.

The SBPS'S responsibilities span the following general areas:

- Business Engagement
- Account management
- Worksite Education and Resources
- Workforce trends and data

Essential Functions:**Business Engagement:**

- Expand engagement of the regional business community, build relationships and understand their current and future talent needs
- Connect businesses with identified talent needs to career pathway training programs that meet those needs
- Supporting the launch of citywide campaigns that increase business investment and participation in career pathway training programs
- Coordinating business recruitment strategies with external partners including the Chamber of Commerce for Greater Philadelphia, City of Philadelphia and other workforce development organizations
- Represent PYN at meetings, forums and events with the business community and other stakeholders
- Identify, cultivate and solicit year-round stewardship with corporate and individual sponsors and partners to meet revenue goals

Account Management

- Manage relationships with employers in the implementation of year-round and summer programs

Worksite Education and Resources

- Disseminate tools and resources to employers that build their capacity to run high-quality programs (i.e. toolkits, orientations and training videos)

Workforce trends and data

- Collect workforce related data from a variety of resources including Philadelphia Works and the Economy League of Philadelphia
- Share workforce data with the provider network to support their business recruitment strategies and keep abreast of trends as they design their career pathway programs
- Delivery of briefs and presentations to internal and external stakeholders that include workforce and industry trends

Education, Experience & Skills Required:

- Some post-secondary education is required, bachelor's degree in Business Administration, Human Resources, or related field preferred
- Minimum 2 years' experience in employer engagement and relationship management required; 3-5 preferred
- Experience with talent development, marketing/sales, and supporting enterprise wide talent programs
- Experience conducting market research, analysis, and identification of target markets. Knowledge of industry career options, trends and opportunities
- Demonstrated experience building and maintaining effective working relationships with stakeholders and partners; knowledge of donor cultivation and solicitation principles and processes required.
- Ability to effectively articulate and pitch programs and services a plus
- Experience in assessing the needs of an employer and making an effective match
- Employment program experience in a similar role will be considered an asset
- Demonstrated success collaborating with businesses in addressing their various talent needs
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration
- Excellent customer service
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Strong leadership skills, self-direction and the ability to take ownership and drive responsibilities through to completion while balancing the needs of all stakeholders
- Ability to design and implement systems necessary to gather, maintain and analyze statistical data and generate reports
- Proficiency in Microsoft Office as well ability to integrate a wide-range of technology and data management into daily work.
- Excellent oral and written communication skills, including visual presentation of information and high-level command of grammar, spelling and word usage
- Strong organizational, analytical, critical thinking and problem-solving skills
- 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)

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.