



Philadelphia Youth Network, Inc. Job Description

Job Title: Senior Project Specialist		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Program Operations
Reports to: Director, Program Operations		Date Posted: 11/26/18
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <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.

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 Specialist 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 manage communication with internal and external stakeholders and oversee programmatic- and compliance-related activities.

The individual will work with the Program Operations team to support year-round and

summer programs, as well as to assist with the onboarding of seasonal staff. The Senior Project Specialist will additionally communicate with providers and partners and support the coordination of training materials and information about PYN's program portfolio.

Essential Functions:

Operations

- Manage relationships with partners as it relates to the development of year-round career exposure opportunities
- Lead the program strategy in the creation of digital career exposure materials
- Perform program visits to local partners and providers to monitor core components of programming operations
- Collaborate with Professional Learning & Development team to ensure tools are available to document program operational successes and challenges
- Support year-round and summer trainings and dissemination of materials
- Support recruitment of youth participants during year-round and summer programming
- Support the onboarding and training of seasonal staff
- Contribute to the creation and distribution of training materials for summer and year-round program partners and providers
- Support the communication of worksite development process and regulations to program partners and providers
- Contribute to the creation of operational standardization processes to ensure the standardization for PYN's program delivery and implementation for the enterprise
- Support the closeout of program record retention archiving activities

Contract Administration

- Represent the department on internal and external committees as well as at meetings
- Writing and editing – Policy, Process, and procedures as it relates to recruitment and enrollment strategies, internally and externally
- Quality control – Reviewing and proofreading materials, presentations and online information about PYN programs
- Validate credits earned regarding the Digital Career Exposure program participants
- General support – Includes distributing publications, coordinating meetings, collecting data for reports

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:

- Bachelor's degree preferred with a minimum of 1-3 years of experience supporting youth workforce development programs preferred
- Minimum one-year experience working with youth or young adults in some capacity
- Knowledge or an understanding of apprenticeship and work-based learning programs preferred

- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Experience in the design and delivery of professional development curriculum
- 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.