



 267.502.3800

 [info@pyninc.org](mailto:info@pyninc.org)

 400 Market Street  
Suite 200  
Philadelphia, PA 19106

## Career Opportunity

### Associate, Education and Workforce Policy and Strategy

Philadelphia Youth Network (PYN) has an immediate opening for a full-time Associate that will support department wide efforts for the Education and Workforce Policy & Strategy department

The **Associate** supports department wide efforts for the Education and Workforce Policy & Strategy department. This includes supporting Project U-Turn and other citywide cross-sector collaborative efforts to design new projects, including funding proposal development and management, implementation support for partner initiatives, and policy analysis and stakeholder engagement to support youth education and workforce systems. Primary responsibilities include:

- Manage interactions and meetings with Project U-Turn Steering Committee members. Additionally, this includes other partners not directly tied to Project U-Turn work to support special projects, grant development, and public policy. Further, the Associate leads the planning of conferences, briefings, and other events to support PYN, and engaging elected officials and policy makers as key stakeholders in the event itself.
- Support the Department Director in building upon public policy and policy research to develop new programming to support Opportunity Youth, re-engagement, and career pathways for young adults. Additionally, this includes drafting and supporting the development of new grants, submitting grant proposals, and grant reporting on existing grants.
- Supports communications staff with content development for PYN's social media accounts, including Facebook, Twitter, and Instagram. Also supports public communications campaigns through partnership management, recruitment, and messaging alignment.
- Oversees the development of a centralized referral network for Opportunity Youth partners, in conjunction with the Executive Vice President. The development of the referral network includes partnership management, and grant development and reporting.
- Dedicates time to researching and working with public officials to support policies that will positively impact outcomes for opportunity youth and youth workforce development. This includes research, policy drafting, prepping the CEO and EVP for meetings with policy makers, and meeting with staff for policy makers at the local, state, and national level. This also involves engagement with national policy organizations such as CCRY and NYEC.

Position requirements:

- Bachelor's degree required. Master's degree preferred in areas such as social policy/social work, education policy, political science, sociology, non-profit management, public administration or other related field.
- Excellent interpersonal and communication (writing and oral) skills are required.
- Experience supporting or managing a collaborative effort with several groups responsible for unique pieces of a broader collective agenda.
- Experience working in government or non-profit a plus.
- Ability to work independently and manage personal deadlines, and as part of a team.
- 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 email a cover letter and resume with salary requirements to [jobopps@pyninc.org](mailto:jobopps@pyninc.org) and please indicate Associate in the subject line.**

---

PYN alleviates poverty by preparing young people to succeed in tomorrow's workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at [pyninc.org](http://pyninc.org).