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Philadelphia, PA 19106

Career Opportunity

PROGRAM SPECIALIST

This position is grant-funded from January – September 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Program Specialist that will support the WorkReady Summer Program deliverables for the Partnerships for Employment Pathways (PEP) department.

The **Program Specialist** will develop and maintain relationships with school and nonprofit partners to connect youth to summer employment opportunities in the PEP managed summer program. Primary responsibilities include:

- Develop and support relationships with community and school partners who directly refer youth to the PYN-managed WorkReady summer program through on-going communications, facilitate information sessions on eligibility requirements and providing enrolment reports and status updates to partners
- Develop and execute the youth professional development series
- Support student payroll by ensuring hours worked are collected and entered in a timely manner and troubleshoot payroll issues
- Provide reports on status of programs to the Director, Partnerships for Employment Pathways
- Supporting divisional and departmental efforts for PYN as needed
- Supporting high volume summer activities at PYN as needed

Position requirements:

- Bachelor's degree required, with a minimum of 2 years' experience supporting youth workforce development programs preferred
- Demonstrated success cultivating and managing relationships with school and community partners; preference given to candidates with experience working with partners that support underserved populations
- Experience in workforce development, youth development and/or urban education; preference given to candidates with experience working with underserved populations
- Excellent customer service skills
- Excellent problem-solving skills and the ability to take ownership and drive responsibilities through to completion
- Ability to use personal computer for word processing, database management and presenting presentation materials; proficiency in Microsoft Windows & Office and ability to integrate technology into operations
- Demonstrated ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Willingness to engage, learn and grow continuously

- 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
- 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.

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.