



Philadelphia Youth Network, Inc. Job Description

Job Title: Career Pathways Student Coordinator, Promise Corps PHL		Location: 1234 Market Street, 16 th Floor
Division: External Relations		Department: City of Philadelphia, Promise Corps
Reports to: Promise Corps Director		Date Posted: 6/7/2019
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of Position: <input type="checkbox"/> Full-time <input checked="" 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 Promise Corps Career Pathways:

Promise Corps is a school-based College and Career Readiness program operating in 4 high schools in West Philadelphia during the school year. Promise Corps provides teams of College and Career Coaches to schools that work 1:1 with students to support them in high school graduation and post-secondary planning. College and Career Coaches ensure students are exposed to the many different opportunities they may choose after high school graduation and initiate and support their plan to achieve their desired next step.

This summer the Promise Corps program is launching its first ever Career Pathways program which will enroll youth in summer paid internships that include direct supervision and mentoring along with professional development.

General Description:

We are seeking a Career Pathways Student Coordinator to coordinate the implementation of a job readiness/career exploration program for youth aged 14 - 21 for summer 2019. This part time staff member will be a PYN employee and report to the Promise Corps Director and operate from the Office of Community Empowerment and Opportunity. The Student Coordinator will provide day-to-day leadership to students as

they apply, enroll and spend time at local job sites with interns from July – August 30. Duties include direct management of 25 students, curriculum building and facilitation, administrative support, program planning, program support, data management and maintaining evaluation records. This person will also be responsible for the recruitment, retention and skill building of student participants. This position reports to the Promise Corps Director.

Essential Functions:

- Coordinate job readiness and career exploration program and activities in collaboration with the Career Pathways Manager
- Recruit students to apply and enroll in the program
- Provide supervision, leadership, motivation, team building, conflict resolution and support to student participants
- Establish positive relationships and effective communication with students and ensure high rates of satisfaction with their placement and skill building
- Establish relationships with external partners as needed to provide resources to students during and before/after program implementation
- Gather and maintain evaluation records pertaining to program performance, particularly in regard to impact on high school students
- Ensure the submission of all required information from the site to appropriate program staff
- Create and lead the professional development component of the program for students
- Promote Promise Corps, AmeriCorps, PYN and other brands and narratives via online tools, social media and otherwise
- Tasks to support Promise Corps annual programming may also be required

Education, Experience & Skills Required:

- Bachelor's degree or equivalent work experience in employee and youth engagement accepted
- Managing and/or supervising people, preferably youth
- 1 year of experience in an education setting or experience working directly with youth in urban communities
- A valid PA Driver's license required
- Knowledge of career exploration and job readiness program goals and effectiveness locally and nationally
- Understanding and experience with 21st century skill building and college readiness
- Working with service-learning, AmeriCorps programming, or national service is preferred
- Familiar with and proven successful use of social media platforms
- Strong print and electronic communication skills as well as interpersonal communication
- Familiarity with PYN initiatives is preferred, but not required

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