



**Philadelphia Youth Network, Inc.
Job Description**

Job Title: Program Associate		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Service Strategy and Innovation
Reports to: Director, Service Strategy and Innovation		Date Posted: 1/23/19
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
<p>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.</p> <p>About the Service Strategy and Innovation Department: The Service Strategy and Innovation Department is responsible for program design, continuous improvement, program evaluation efforts and management of several pilots.</p> <p>General Description: This position is grant funded from February 2019 – June 2019 The Program Associate will develop year-round and summer programming for justice involved youth.</p>		
<p>Essential Functions:</p> <p>Program Management</p> <ul style="list-style-type: none"> • Manage year-round pilot programming focused on supporting justice involved youth and young adults. • Develop a plan for summer programming focused on supporting justice involved youth and young adults. • Manage relationships with key partners including the Department of Human Services, Family Court and various service providers. 		

Career-Readiness Coordination

- Support program participants, ages 16-24, to achieve their short-term and long-term goals in obtaining education and/or employment placements.
- Coordinate with program staff, PYN staff, and stakeholders to develop and refine a project-based learning college and career readiness curriculum for program participants.
- Prepare lesson plans and instruct college and career readiness course at the Hub at PA CareerLink® West.
- Facilitate peer-to-peer mentorship groups among program participants.
- Other duties as assigned.

Systems/Partnership Building

- Work with program staff to offer opportunities for members in later stages of the program to share their experiences with members in the college and career readiness course.
- Solicit feedback from alumni and partners and adapt course curriculum accordingly.
- Assist in evaluating program effectiveness and tracking progress toward program goals, including administering survey instruments to participants.

Education, Experience & Skills Required:

- Bachelor's Degree required
- Minimum 2-3 years working in youth workforce development
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- 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, as needed
- 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.