



Job Opportunity Investment Network (JOIN) Job Description

Title: Project Manager	Position Type: Full time or part-time depending on experience and candidate		
Location: 1709 Benjamin Franklin Parkway, 5 th Floor Philadelphia, PA 19103	Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	
<p>About JOIN: The Job Opportunity Investment Network (JOIN) is a collaborative of public and private funders that works to enhance the workforce system in Greater Philadelphia to better meet the needs of workers, employers, and the regional economy. JOIN realizes this vision by working with philanthropy, government, community organizations and employers to develop and support innovative efforts to eliminate the mismatch between the level of skill required for high growth jobs, and the lower skill-level of many working age Philadelphians.</p> <p>The United Way of Greater Philadelphia and Southern New Jersey is the lead partner in JOIN and serves as its managerial and fiscal home.</p> <p>About this Initiative: JOIN is working with a set of leading partners in the social, philanthropic and educational sectors to increase the number of 18-29 year olds working in Philadelphia through a bold policy and systems change agenda supported by a long -term, national philanthropic initiative. This initiative seeks to align resources, policies and programs across various systems in an effort to scale evidence based practices for young adults. The Project Manager will work closely with a core partnership team to manage and expand a multi-sector partnership, as well as support the development and expansion of efforts to increase the number of young adults working in Philadelphia through this collective impact effort, for which JOIN serves as the backbone organization. The position will report to the JOIN Director and be based at the United Way of Greater Philadelphia & Southern New Jersey. This position is grant funded.</p> <p>While the Great Recession hit many hard, teens and young adults have experienced the most drastic drop in employment, data shows. In Philadelphia the need for action and change is urgent; nearly one in five young Philadelphians is disconnected – out of work and out of school. Across the country, millions of young people — particularly young people of color and from low-income families — face obstacles to employment or education, and the percentage of young people ages 18–29 in the job market has steadily declined in recent years. At the same time, employers often struggle to find workers with the right set of skills for available positions.</p> <p>This project leverages the collective expertise of four nationally-recognized core partners in Philadelphia -- the Job Opportunity Investment Network (JOIN), Philadelphia Youth Network, YouthBuild Philadelphia Charter School, and District 1199C Training & Upgrading Fund – and connects Philadelphia to a national learning community for eight years of national, philanthropic investment in building the infrastructure needed to get more young adults working.</p> <p>General Description: JOIN is seeking a highly-motivated, collaborative professional with superior interpersonal and project management skills to fill the role of Project Manager. This role requires experience in stakeholder engagement, a passion for problem solving and a commitment to collaboration. Ideal candidates will combine strong experience managing complex projects, engagement across a wide variety of stakeholders, and external communications. S/he has an engagement style that balances the need to build consensus with advancing decisions and reaching goals efficiently. Expertise in economic and/or workforce development, education, youth programming, or policy analysis preferred.</p>			

Primary Responsibilities:

Project Management

- Assist in the planning, coordination and execution of meetings including scheduling meetings, managing logistics and preparing materials
- Draft, edit and support implementation of a highly detailed work plan outlining efforts and timelines. This could include:
 - Coordinating research and other activities with initiative partners to minimize redundancies and align strategies and actions
 - Coordinating with other related projects and coalitions to maintain a full understanding of the current landscape of related activities and efforts, and integrating work into this initiative
 - Driving partners towards timely progress against project goals
- Work with core partners to manage project-related grants, ensuring timely and accurate reporting of progress and financial statements

Research, Policy & Learning

- Develop relationships and maintain regular contact with collaborative members to stay abreast of priority areas related to their work
- Manage partners and contracts supporting the development of timely and applicable labor market information, landscape analyses and other research tools
- Actively participate in and support funder's learning goals and Philadelphia's participation in national learning network
- Stay abreast of promising policies and practices that create and sustain educational and economic pathways for young adults (aged 18-29 years)
- Support data collection and metrics refinement

Communications and Engagement

- Build and maintain relationships with community partners
- Facilitate smooth and consistent communications among diverse audiences
- Work with communications staff, consultants and team to implement communications plan
- Assist in the development of materials (print, web-based, and social media)

Required Experience & Skills:

- Bachelor's Degree required, Master's Degree or comparable experience preferred
- Five to seven years of experience, including one or more years of proven outreach and coordination experience
- Superior interpersonal skills; ability to build consensus among diverse array of stakeholders, including public, private and non-profit leaders
- Proven track record of initiating, cultivating and managing relationships
- Strong collaborator with dynamic skills, including experience organizing and facilitating meetings
- Experience with project management and demonstrable ability to move work plans to completion
- Demonstrated capacity for systems thinking;
- Passion for working on and solving complex problems
- Willingness to engage, learn and grow continuously
- Strong verbal, written and public speaking communication skills
- Experience in a fast-paced, dynamic and complex organization
- Microsoft Office skills and experience

To apply, please send a resume and cover letter to info@joincollaborative.org. Applicants should indicate the position in the subject line of the e-mail. Applications will be considered on a rolling basis. EOE.