DOL Grant Coordinator/System Analyst

YouthBuild Philadelphia Charter School

Philadelphia, Pennsylvania

ORGANIZATION OVERVIEW | YouthBuild Philadelphia Charter School is a 12th-Grade-only, diploma-granting program of academics and job-training for young adults between the ages of 18 and 21 who have dropped out of high school. Most recently chartered in 2016, the School enrolls approximately 220 students each year. Students alternate between six-week sessions of academic instruction and vocational training. The vocational training consists of one of an array of programs, including building trades, business/customer service, early childhood education and healthcare. YBPCS is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for six consecutive years. The programs core values are excellence, perseverance and respect. Our mission is to provide out of school youth in Philadelphia with the broadest range of tools supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

POSITION OVERVIEW | YouthBuild Philadelphia relies on grant-funding to support the majority of our program services to students. One of our major funders is the U.S. Department of Labor (DOL). We are seeking a full-time grant coordinator and an experienced Data Analyst professional to manage the grant funding needs and our internal data management needs. This candidate must be familiar with working in the educational setting. The ideal candidate must be familiar with grant funding cycles, have impeccable organizational and communication skills. Other than working with grant and students, this position is also required to participate in data management and working with a small team developing a data storage system and its user interface. You must have experience developing system and be familiar with the Google platform.

Responsibilities
The primary responsibility of the DOL Grant Coordinator/System Analyst is to manage and implement all administrative aspects associated with our DOL grant. This position will report to the Grants and Data Manager. Regular hours for this position are from 8:00 a.m. to 4:00 p.m.

The specific responsibilities and duties of the DOL Grant Coordinator/System Analyst include, but are not limited to, the following:

- Work with YouthBuild Philadelphia's programmatic staff to ensure adherence to the rules and regulations governing the grant-funding
- Ensure that participants bring in all required documentation that is needed to be compliant with the grant
- Collect, input and manage student-related data in MIS database system
- Organize and prepare student data and files
- Work with students enrolled on the DOL grant during the follow up period of the grant
- Work directly with the participants currently enrolled on the grant to help them transition from the program to the placement and retention phases
- Check in with participants as they work to complete their internships and bridge (to college or employment) programs
- Check in with participants at least once every two weeks to ensure that they are on track, or provide them with additional guidance, training and assistance with finding a job or postsecondary placement
- Distribute and manage the participant incentives in ways that are compliant with our approved policies
- Collect information from participants that needs to be entered into the MIS system
- Regularly review YouthBuild Philadelphia policies and procedures to ensure program compliance, consistency and equity
- Manage special programming for specific grant-funded students, which includes coordinating incentives, tracking academic progress, and collecting postsecondary placement information
- Conduct grant-related trainings for staff to ensure compliance
- Attend grant-related trainings and meetings, as required
- Participate in the School's one-on-one coaching program, with a focus on DOL students
- Participate DOL community service projects, keeping with service ethic of the school
- Continue to develop skills through trainings and professional development offered at the school and outside.
- Conceptualize, architect and implement systems using Google Sheets and JavaScript
- Collaborate closely with a small, dynamic, data management and design team on integration, debugging and support needs
- Design reliable and maintainable codebase in which allows us to leverage data, automation and reporting to continuously optimize the product
- Participate across the entire spectrum of the product lifecycle, from ideation to liveops by working with a multi-disciplinary team in an agile environment
- Write and optimize course materials and other documentation for end-users
- Train classes or one-on-one as requested or scheduled
- Conduct needs analysis for future improvements
- Assist in collecting, inputting and managing attendance data in Google data system on a daily basis

Qualifications
- Bachelor's Degree in Computer Science, Information Systems or other related field preferred.
- Acts 24, 34, 114 and 151 criminal background clearances (PA, Child Abuse, Federal/FBI, and PA Department of Education)
- Minimum of two years of grant management experience
- Ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- Ability to maintain high level of confidentiality while handling sensitive information

- Ability to contribute to a team-based environment with strong coordination and communication skills
- Highly organized and detail oriented, ability to be change agile and a high level of attention to detail
- Proven ability to work independently and meet deadlines.
- Expertise with Excel, Google Sheets, including pivot tables and formulas
- Familiarity with all phases of the software development lifecycle
- Software development experience in one or more programming languages
- Basic Java Script and SQL skills a plus
- A positive, "can-do" attitude and a passion for education and empowering young adults

How to Apply

Please submit a cover letter and resume via email to Priscilla Tennant at careers@youthbuildphilly.org with the words "DOL Grant Coordinator/Data Analyst" in the subject line. Only cover letters that include salary requirements will be reviewed.