



CHARTER SCHOOL

YouthBuild Philadelphia Charter School  
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**Are you driven to support students and recent high school graduates (alumni) to be successful in internship programs and college?**

**Are you interested in managing employer and funder partnerships and work collaboratively with internal and external staff?**

**Are you excited by the idea of working on the design of the student/alumni experience while also providing direct service?**

**If yes, YouthBuild Philadelphia Charter School is searching for a professional to join our team in the following role:**

## **Career Training Manager**

**YouthBuild Philadelphia Charter School**

[Philadelphia, Pennsylvania](#)

**ORGANIZATION OVERVIEW** | YouthBuild Philly is a life-changing two year program for young adults between the ages of 18 and 21 who have dropped out of high school serving approximately 450 young people per year, half as students and half as alumni. In the first year of the program, students engage in competency-based academics, vocational training in either building trades, business/customer service, early childhood education and healthcare, as well as serve as part-time AmeriCorps members. In the second year of the program, alumni receive support to pursue their postsecondary goals in careers, college, and training. YouthBuild Philly 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 program's 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. Finally, the organization launched The Learning Exchange as Philadelphia's first lab based learning model intended to provide participants with an opportunity to engage in practitioner led and designed learning experiences.

*An Equal Opportunity Employer*  
[www.youthbuildphilly.org](http://www.youthbuildphilly.org)

**POSITION OVERVIEW** | The Career Training Manager serves as the lead for YouthBuild's relationship with Gap, Inc. and students/alumni in the This Way Ahead internship to hire program, coordinates college partnerships and career resources for students/alumni, as well as leads program design in a key area to grow our work. The primary responsibilities of this position include:

- **This Way Ahead:** serve as lead/project manager for the This Way Ahead internship to hire program in the Philly Market that includes the full cycle of an internship to hire program, serve as a job coach to students/alumni, coordinating and communicating with internal and external staff, representing the program externally; in addition a key part of the program includes travelling to worksites throughout the region
- **Relationship Development:** initiate and proactively develop relationships with Gap Inc. (Foundation, HR staff, store-based employees, training partners, programs in other cities), employers and organizations in the customer service industry, postsecondary education partners, professional attire resource organizations, alumni and students in assigned programs, as well as development, program, and AmeriCorps staff
- **Program Design:** lead the year-long design and evaluation for the This Way Ahead internship program and for student/alumni experiences in postsecondary education partnerships and career resources
- **Data & Grant Management:** develop, track, report and document alumni/student internship cycle (interest, application, interview, hire, retention, job offer), progress, placements, retention of placements, success stories, grant compliance and performance metrics and assist in managing funder relationships
- **Industry Focus:** collaborate with staff, partners, industry leaders, alumni/students to proactively identify, communicate, and facilitate exploration of trends and opportunities within the customer service industry
- **Alumni/Student Career Development:** lead or participate in alumni/student career exploration, college visits, bridge programming, workshops, and alumni events

Success is achieved when internships have been completed according to This Way Ahead's metrics and overall alumni are retained or advance in their chosen postsecondary goal for at least a year. In addition, the successful candidate should be excited by the concept that this position will continue to evolve to meet the needs of alumni/students and our partners.

The regular hours for this position are weekdays 8:00 a.m. to 4:00 p.m., with flexibility required for partner events, program schedule changes, alumni/student schedules, as well as for occasional evening and weekend events. *Please note that this position has limited ability to take vacation/time off during the time period of mid-June until September.*

**QUALIFICATIONS** | YouthBuild Philly requires the following qualifications for this position:

- Bachelor's degree from an accredited college or university (exceptional candidates with an Associate's degree or significant experience may be considered)
- Act 34, 114 and 151 criminal background clearances
- At least three years of experience in youth development, workforce development, college access, transition services and/or as employer of young adults
- Proficiency in Google products, Microsoft Word, Excel and PowerPoint as well ability to integrate a wide-range of technology and data management into daily work
- High level of professionalism and customer-service skills
- Strong communication skills and ability to present to large groups
- Strong organizational skills and detail-oriented project completion skills

Successful candidates will be expected to demonstrate:

- Desire to primarily focus on developing partnerships and designing program experiences
- Ability to initiate contact with alumni and inactive students who are not available in the school building on a regular basis
- Commitment to preparing students/alumni for postsecondary options and willingness to promote a wide range of education, careers, year of service, armed forces and other options
- Desire to operate in a highly flexible work environment and the ability to work occasional night, weekend or other variations in regular hours and limit vacation/time off during the time period of mid-June to September
- Ability to travel to locations, organizations or events in the City of Philadelphia and surrounding counties
- Basic familiarity with employment tools (resumes, etc), colleges, and federal financial aid/FAFSA

YouthBuild Philadelphia prefers the following qualifications for this position:

- Experience managing partnerships
- Experience working with out-of-school youth
- Familiarity with the customer service/retail industry
- Experience with direct service to alumni or program participants who are at off-site programs or with bridge programs/dual enrollment/TRIO or related programs
- Knowledge of Philadelphia postsecondary education institutions and/or labor market
- Interest in researching, innovating, and designing programs that guide alumni towards adult self-sufficiency
- Experience in classroom instruction, training delivery or workshop facilitation
- Experience in planning and implementing program or event logistics
- Master's degree from an accredited college or university

**How to Apply**

Please submit a cover letter and resume via email to Human Resources at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with the words "Career Training Manager" in the subject line.