

## Job Title: Learning Exchange Special Projects Associate

### Full-Time

Reports To: Learning Exchange Director

Supervisory Responsibilities: No

### Organization Overview:

#### YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

### Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

### Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient,

self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

## Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

## Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

**Job Summary:** YouthBuild Philly staff, students, and alumni are regularly asked to share their expertise and the “secret sauce” with local, national and international programs. Over the years, the requests for time to talk with staff and students about what makes YouthBuild Philly different and for resources that can be adapted for contexts outside YB have increased considerably . In 2017, in response to this increased need for a community space to share and learn from one another, YouthBuild Philly decided to formalize this effort and proactively share program knowledge and best practices through a YouthBuild Philadelphia Learning Exchange. The YouthBuild Philly Learning Exchange is Philadelphia's first lab based learning model intended to provide participants with an opportunity to engage in practitioner led and designed learning experiences. Participants in the learning exchange will be given an opportunity to:

- Network with colleagues in other organizations that serve Opportunity Youth;
- Have ongoing focused and open discussions;
- Learn content from the YouthBuild Philly team and share best practices;
- Get access tools and resources aligned to learning;
- Get advice from and collaborate with other non-profit practitioners.

The Special Projects Associate is a full-time staff member that passionately supports YouthBuild's Learning Exchange vision to expand the impact and influence of our school while helping align this external work with core internal organizational priorities to further improve our own practice. The Special Project Associate will provide support in maintaining collaborative relationships with internal and external facilitators to support programming and initiatives that will expand the reach of the Learning Exchange. This position will also provide coaching, technical assistance and compliance support for an internship to hire program.

#### **Responsibilities and Duties:**

- Coordinate department-wide efforts to capture success stories, grant compliance and performance metrics, and assist the Director in developing strategies to “tell the story” of the Learning Exchange.
- Develop effective working relationships across the organization to understand, document and help communicate relevant best practices to external audiences, while helping develop the expertise of collaborating internal staff members.
- Maintain the Learning Exchange website [www.thelearningexchangephilly.org](http://www.thelearningexchangephilly.org) and online communications strategies, including e-newsletters, social networking sites, and other e-communications
- Liaise with Director and work with staff to collaboratively create print, digital, and materials to be utilized in training, professional development, and a range of learning and partner presentations.
- Provide logistical assistance for workshops and trainings, including maintaining registration lists, facilitating onsite check in process and distribution of event assessments
- Support the development and implementation of a process to evaluate the effective of departmental programming/services and initiate feedback process for participants to inform program design
- Coach staff in engaging and effective facilitation / instruction strategies to engage a range of adult learners who participate in the Learning Exchange.
- Collaborate with the Project Manager for the This Way Ahead program in the Philly Market to provide coaching/technical assistance/compliance of other nonprofit

organizations that includes the full cycle of an internship to hire program, coordinating and communicating with internal and external staff, adapting materials for the nonprofit organizations

- Incorporate a social justice lens in the design and implementation of work, as well as influence the approach of participating partners
- Maintain knowledge of trends in youth development, opportunity youth, education, workforce development, labor, postsecondary education, organizational learning & development

### **Qualifications:**

- Bachelor's degree from an accredited college or university
- At least five years of experience in youth development, communications or related professional experience
- Act 34, 114 and 151 criminal background clearances

### **Common Competencies**

- Mission driven to work with YB's student body
- Cultural competence, understanding of, celebration of, and ability to adapt to the communities in which our students live, a diverse staff and national/international clients
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Desire to operate in a highly flexible work environment
- Ability to work occasional night, weekend or other variations in regular hours
- Mission driven to work with YB's student body
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection and analysis
- Willingness to reflect on impact data and incorporate that information into routine decision-making



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How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with subject line "Special Projects Associate"

*This job description in no way states or implies that these are the only duties to be performed by this employee.*

*All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.*