

Position: Technology Bridge Program Coordinator (Full-Time)

Reports to: Senior Program Director

Role Summary: The Technology Bridge Program Coordinator is responsible for working with students, schools, and industry and non-profit partners to grow and support PAI's Philly Tech Gateway. This is an after-school Technology Bridge program for 11th and 12th grade students in West Philadelphia, which PAI ultimately plans to develop into a registered Pre-Apprenticeship Program. Under the supervision of the Senior Program Director, the Coordinator will manage all aspects of the Philly Tech Gateway Program, including recruiting students, industry partners, employers, coordinating and supporting technology instructors, facilitating a variety of on and off site WBL experiences, and teaching weekly career and 21st century skills workshops. As an afterschool program, the hours will vary: 10-6 pm Mondays-Thursdays during the program year (Oct. – May), and 8-4 or 9-5 on Fridays and during the summer months.

Who We Are: Philadelphia Academies, Inc. is a 53-year-old non-profit whose mission is to alleviate poverty by creating opportunities for underserved students to thrive. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, we accomplish our mission by providing career-connected educational programming for middle- and high-school students, capacity building for teachers and school leaders, and industry organizing – all in support of student success.

The ideal candidate for this position will have experience working with high school age youth and be: self-motivated and action-oriented; flexible and able to adapt to unexpected challenges; detail-oriented; an excellent communicator and networker; a team player and passionate about connecting students to career opportunities. Technology knowledge is a bonus, but not required, as technical instruction is led by partner non-profits.

Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.

Key Duties and Responsibilities Include:

- Oversee the implementation and expansion of PAI's Philly Tech Gateway Program, including ongoing program development and planning, recruiting and working with students, securing industry partners and volunteers, coordinating with technology instructors, creating and delivering workshops and programming focused on career exposure and preparation as well as soft skills, field trips, WBL activities, etc.
- Develop and nurture relationships with program participants through case management and daily interactions to support their career goals, incorporate feedback into the program, and provide supportive services as needed to ensure student success.
- Develop an Industry Advisory Council that includes industry partners, apprenticeship experts, post-secondary partners, program Alums, etc. whose goal is to support the program through curriculum advising, WBL provision, internship and job opportunities, etc.

- Work with program graduates to find appropriate career placements in apprenticeship programs, continuing education or industry partner sites.
- In partnership with the Senior Program Director, maintain all support materials, records and documentation needed to fulfill grant reporting requirements, including responsibility for monthly data tracking.
- Partner with other PAI Staff to support the planning and implementation of WorkReady Summer Internships for program participants, including recruiting students, gathering and processing student applications and registration forms, data tracking, student placement, etc.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned.

Qualifications include:

- Bachelor's degree in related field.
- Experience working with high school students and/or staff, preferably in an urban context.
- Experience working with schools and/or industry partners to develop curriculum or career-connected learning experiences preferred.
- Passion for racial equity and commitment to applying an equity lens to all that you do.
- Excellent organizational skills and attention to detail.
- Self-motivated, with a demonstrated ability to take initiative, anticipate needs and exercise independent, sound judgement.
- Strong interpersonal skills, including public speaking experience and the ability to collaborate and engage with colleagues as well as outside partners.
- Strong time-management skills, including the ability to prioritize tasks and function in a fast-paced, deadline-driven environment.
- Ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office Suite required.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.