



Position Description

Job Title:	Citywide Out-of-School Time Initiative Coordinator	Revision Date:	1/6/2017
Department:	Community + Culture (Managing Director's Office)	Hiring Manager:	Christine Piven
Salary Range (optional)	\$65,000-\$80,000	Application deadline:	until further notice
Position Type	Full-time Exempt		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

This position will sit within the Managing Director's Office (MDO) which provides oversight of the City's major operating departments. The MDO provides support, assistance, and coordination to build sustainable infrastructure within and across departments, ensuring the efficient delivery of quality services to the public.

The Citywide Out-of-School Time (OST) Initiative is developing a shared, coordinated and inclusive OST system that reaches ambitious goals on behalf of Philadelphia's young people. This is a cross-sector, holistic initiative that is working to align various OST efforts from city departments as well as other existing and potential OST stakeholders. The OST Initiative Coordinator is a new position that will be focused on helping to implement Philadelphia's Citywide OST Initiative. While this new position will report directly to the Citywide OST Initiative Director, s/he will work in close collaboration with the Department of Human Services' OST team as well as the other members of the OST Steering Committee.

This is a new phase of work that builds upon current and past investments in Philadelphia's OST community. This effort is also rooted in the national afterschool systems building work of the [Wallace Foundation](#). The Initiative's nine-year plan looks to harness the power of all OST stakeholders to realize the full potential of Philadelphia's OST. The guiding documents for this Initiative [can be found here](#).

Position Summary

For Philadelphia's Citywide OST Initiative to achieve its ambitious mission, a dynamic and detail-oriented Coordinator is required. The Coordinator will be part of a small team responsible for driving the Citywide OST Initiative's work forward, for building and maintaining strong relationships with the community, day-to-day coordination of the neighborhood effort and its many moving parts as laid out in the Citywide OST two-year operational plan. The Coordinator will report to the Initiative's Director, Christine Piven.

Essential Functions

Key responsibilities include:

OST Neighborhood Work:

- Support the development and implementation of plans to create focused and intensive OST work in neighborhoods to develop OST as a delivery system.
- Working in the neighborhoods to implement emerging plans to develop deeper partnerships and build new ones that support quality in OST as well as increasing access to OST for young people.
- Working with the Director to coordinate with other related projects and coalitions (i.e. in the same field) to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into Steering Committee and workgroup processes; and
- Building and maintaining relationships with community partners.

Communications:

- Communicating the objectives of the Initiative to the community and potential partners, including sharing the Common Agenda, Blueprint, or other collateral;
- Facilitating ongoing communication between Initiative partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity;
- Planning and managing logistics of, and attending, community events;
- Creating or managing creation of yearly summary reports of the Initiative's progress for Steering Committee, Partnership Board, and external audiences; and
- The following duties may be done in coordination with a communications consultant or Project Director:
 - Developing communications materials as the Initiative evolves, potentially including summary documents, brochures, FAQs, and other items;
 - Developing web and social media strategy;
 - Compiling and maintaining list of press clippings; and
 - Creating press strategy, including drafting press releases, coordinating with media outlets.

Competencies, Knowledge, Skills and Abilities

This is an outstanding opportunity to play a critical role in the Citywide OST Initiative. Therefore, first and foremost, the Coordinator must be committed to the mission and values of the Initiative.

Additionally, the successful candidate will be able to demonstrate:

- Demonstrated success in building and maintaining relationships with senior executives;
- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders;
- Advanced project management skills;
- Ability to thrive in a fluid, unstructured, entrepreneurial environment without formal training;
- Flexibility and the ability to work autonomously as well as take direction as needed;
- Commitment to the collective impact concepts;
- Strong analytical and critical thinking skills;
- Strong community engagement and facilitation skills;
- Excellent interpersonal and communication skills (written and oral);

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- Have excellent computer skills and can learn other computer programs as needed; and
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives;
- A track record of leading, inspiring, and developing high performance teams.

Qualifications (Education and Experience)

- Bachelor's degree in business, education, policy, or related field
- A minimum of 3 years' work experience including 1 or more years of proven community outreach and coordination experience;
- Experience fundraising or grant writing (optional);
- Experience in a start-up environment;
- Knowledge of the youth development field;
- Familiarity with the local area and / or focus of the Initiative (e.g. Out-of-School Time);
- Bilingual (particularly Spanish) a plus
- Advanced degree in business, education, policy, or related field a plus; and
- An understanding of City government is a plus.

Additional Information

[Click here to apply.](#)

Successful candidates must be a city of Philadelphia resident within six months of hire.

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<http://www.phila.gov/humanrelations/Pages/default.aspx>