

TECHNICAL ASSISTANCE ASSOCIATE

About PowerCorpsPHL PowerCorpsPHL

PowerCorpsPHL (PCPHL) connects people to careers and advances community. PCPHL engages out-of-school or out-of-work 18- to 30-year-olds in an immersive, paid 4- to 24-month program that results in connection to living wage jobs in energy, green infrastructure, and community-based careers.

PCPHL specifically recruits young people most impacted by the city's gun violence epidemic and lack of opportunities. To date, 92% of graduates transition to career pathway employment and justice-involved young people average an 8% one-year post-program recidivism rate compared to the citywide average of 45%.

PowerCorpsPHL runs three programs and one social enterprise in Philadelphia and provides technical assistance to cities nationwide interested in adapting our model to their region.

Position Overview

The Technical Assistance Associate is part of a team responsible for sharing PowerCorpsPHL's model of an equity-centered workforce development (ECWD) program with partners outside of Philadelphia who want to achieve similar results in their own communities. This position will support those efforts through developing and delivering both standardized and customized content via trainings and workshops, supporting the stability and growth of client programs through tools and resources, creating a productive and meaningful experience for entities seeking to learn from PowerCorpsPHL, and supporting outreach and engagement of new partners.

The position will frequently engage with pre-existing clients, and prospective clients interested in adopting PCPHL's model. They will grow and use their own knowledge and expertise in this work, as well as engage colleagues from multiple departments across the PowerCorpsPHL organization as subject matter experts when needed. The Technical Assistance Associate reports to the Director of Technical Assistance. This position will perform many independent and collaborative functions of this position virtually, others in-person, and be expected to attend at least one multi-day visit to another community per quarter. Such visits may include travel and work on weekends.

Currently, PCPHL has partnerships with several cities and is working with key national partners to design, seed, and expand the number of equity-centered, workforce development climate corps across the nation the coming years. Current partnerships include:

- the launch of the Environmental Justice Corps in Buffalo, NY in 2021
- the launch of the Reading Climate Corps in Reading, PA in 2022
- the launch of PowerCorpsBOS in Boston, MA in 2022
- technical assistance provided to a network of 10 additional sites as part of the Delaware River Climate Corps (DRCC) initiative Steering Committee



Essential Functions

The Technical Assistance Associate will:

- Deliver a standardized product from PowerCorpsPHL by:
 - Working with PowerCorpsPHL colleagues across departments to develop a Content Library for technical assistance
 - Designing and improving tools and templates with universal value to clients
 - Creating useful, engaging and accessible digital content including lesson plans and presentations to deliver to general audiences
 - Delivering presentations and workshops to audiences interested in the model
- Assist in delivering customized products to established clients by:
 - Developing digital content specific to client programs and their partners
 - Co-facilitating various engagements in the host cities, in Philadelphia, or virtually
 - Assisting with design of key elements such as recruitment and curriculum
 - Delivering direct coaching on subject areas as needed
- Improve the client experience by:
 - Communicating scheduling and other key information around technical assistance to both internal and external partners
 - Coordinating logistics around in-person technical assistance engagements both in and outside of Philadelphia, including travel, lodging, transportation and meals
 - Managing a system of client feedback and evaluation and making recommendations on quality control of the technical assistance product
- Assist in outreach and partnership development for PowerCorpsPHL by:
 - Developing and updating outreach materials specifically used for Technical Assistance
 - Co-developing and using a system to track inquiries, prospective clients, and extended networks related to the work of client programs
 - Responding to inquiries and engaging with prospective client communities
 - Celebrating success consistently via social media platforms

Education, Experience & Qualifications Required

- Bachelor's degree with a minimum of three years direct experience within climate corps, workforce development initiatives, AmeriCorps programs, or other equity- and economic opportunity-focused projects
- Direct experience with PowerCorpsPHL preferred
- 3-5 years experience working as a trainer, adult educator, facilitator, or combination of the above, with experience delivering curriculum and lesson plans
- Minimum three years experience in project management with multiple stakeholders and clients or partners at varying tiers of leadership



- Minimum three experience in content creation, including presentations, outreach material, and written language for various audiences
- Experience working with diverse teams on shared programs or projects
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

Competency, Knowledge, Skills & Abilities:

- Proficiency in Microsoft Office and Google Suite
- Familiarity with cloud file sharing in an organized fashion with internal and external colleagues
- Familiarity with video conferencing software
- Strong appreciation for process-driven work and developing systems
- Excellent interpersonal skills, and ability to foster relationships with multiple cross sector partners and work as a part of a collaborative team
- Appreciation of client or user experience and evaluation of product delivery
- Strong written and verbal communication skills to diverse audiences
- Excellent organizational skills; proven competence in collection and management of information, and balancing multiple tasks with attention to timelines and priority
- Excellent self-direction, ability to work independently when needed, and the ability to take ownership and drive responsibilities through to completion
- Desire to learn more through a combination of self-directed research, collaboration with partners and colleagues, and willingness to ask critical questions
- Experience with recording and tracking of data
- Demonstrated commitment to diversity, equity, inclusion, justice and accessibility

Physical Demands/Work Environment:

- Willingness to travel to different locations within Philadelphia on a regular basis
- Willingness to travel to different locations across the country on a quarterly basis
- Ability to facilitate both virtual and in-person workshops and meetings using a variety of digital platforms, physical projectors, whiteboards, flip charts and vocal projection
- Ability to sit for up to four (4) hours at a time looking at a computer monitor, using a keyboard and mouse, typing, and frequently participating on video conferences

Salary Range: \$70,000.00 - \$85,000.00 per year

Please submit a resume and cover letter to daniel@powercorpsphl.org with the subject line as “TA Associate_Last Name” (ex. TA Associate _Gonzalez)

