

Hospitality Business Specialist Job Posting

Are you interested in making a difference in the lives of students? Are you ready to put your skills to use as part of an energetic team? Are you passionate about engaging students in career connected learning focused on Philadelphia's Hospitality sector? As a PAI Hospitality Business Specialist these will be key roles you will play as we partner with schools to support student success!

Who We Are: Philadelphia Academies, Inc. is a 52-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.

Position: Hospitality Business Specialist (Full-Time)

The Hospitality Business Specialist is responsible for supporting a wide range of hospitality-focused college and career readiness programming for partner schools. Working directly with students and teachers in CTE Hospitality programs that include Baking, Culinary Arts, Digital Media, Graphic Arts, and Sports Marketing, the Specialist will also network with Industry leaders to ensure their engagement, participation and relevant programming. Working in multiple high schools and with a team of PAI colleagues, the Specialist will design and implement college and career activities for in-school, after-school and summer programming. The Specialist will also facilitate the implementation of PAI's Customer First program, working with 10th graders to introduce them to key customer service lessons as preparation for additional opportunities in the Hospitality program. Additionally, the Specialist will be responsible for the preparation and recruitment of students for internships and industry pipelines. They will report to the Associate Director of Hospitality.

The ideal candidate for this position will have experience working in public schools and be: creative; a confident public speaker; exhibit proficiency in event planning; competent in budget management and working with vendors; self-motivated and action-oriented; flexible and able to adapt to unexpected challenges; and a team-player whose passion and skills motivate others and supports the teachers and youth we serve. Additionally, the candidate should have the capacity to communicate with corporate leaders, professionals and administrators.

This is an excellent opportunity for an enterprising professional who is interested in expanding their skill base within an educational and business environment.

Duties and Responsibilities:

- Identify, plan and implement college and career events and activities at partner schools, including but not limited to: career days, college and industry site tours, Master Classes, speaker panels, delivering 21st century skills and interview workshops, implementing the Customer First curriculum, and supporting PAI's Signature Events (Speech Competition, Interview Skills Workshops and Interview Expo).
- Function as the direct point of contact for teachers, business partners, and PAI colleagues on all large-scale in-school and out-of-school student events and activities for assigned schools.
- Coordinate and lead Master Classes with industry partners, including facilitating space, student transportation, curriculum, food and materials.

- With the support of the Associate Director of Hospitality, manage event budgets, venue contracts, purchasing and coordinate with business and community partners, volunteers, and vendors.
- Collect and track a variety of program data, including: graduation, attendance, participation in events, employment, college acceptance, certifications, etc.
- Support summer hospitality internships, including professional development sessions.
- Support student exploration of and application to colleges and internships that will further prepare them for careers in the hospitality industry.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned.

Additional Qualifications and Required Skills:

- Bachelor's Degree in a related field, required.
- Experience working in a school setting, particularly an urban public school, preferred.
- Experience working with at-risk urban minority youth in grades 9-12 strongly recommended.
- Passion for racial equity and commitment to applying an equity lens to all that you do.
- Demonstrated ability to successfully manage multiple projects at various locations.
- Communicates clearly and in a timely manner; strong writing and editing skills
- Demonstrated ability to set and meet deadlines.
- Ability to quickly take ownership of established projects while advancing and building on existing goals.
- Able to lift and transport packages, books and equipment to schools.

Please note: All PAI Staff and visitors are required to be fully vaccinated and show proof of vaccination upon arrival at our offices.

Hours: Normal business hours. However, occasional evening hours for special events are required.

Salary Range: \$45,000-50,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K.

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

NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.
Please, NO phone calls and NO walk-ins.