

# TECHNICAL ASSISTANCE ASSOCIATE

April 2026

## About 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%.

Specifically, 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 community-rooted, industry-responsive workforce development (CRIR) with partners around the country who want to achieve similar results in their communities. This position will support those efforts through developing and delivering both standardized and customized content via training workshops, providing long-term coaching, supporting the stability and growth of client programs through tools and resources, creating productive and meaningful experiences 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 Deputy Director for Technical Assistance. This position will perform many independent and collaborative functions of this position virtually, others in-person, and be expected to attend up to six multi-day visits to communities outside the Philadelphia area per year. 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 workforce development programs across the nation in the coming years. The TA Team has engaged 10 communities in direct program development partnerships across four time zones, and engaged many more by serving on collaborative technical assistance panels. Scopes of work include launching new programs, augmenting



pre-existing efforts, focusing on specific projects with partners, and leading networks of communities in shared learning and practice.

This position will steward both pre-existing partnerships and emerging ones.

### **Essential Functions**

The Technical Assistance Associate will:

- Deliver a standardized product from PowerCorpsPHL by:
  - Working with PowerCorpsPHL colleagues across departments to capture best practices and grow a Content Library
  - 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
- Deliver customized products to established clients by:
  - Developing digital content specific to client programs and their partners
  - Co-facilitating various engagements in 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
- Provide a positive 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
  - Collecting client feedback and evaluation and making recommendations on quality control of the technical assistance product
- Support efficient and operations within the TA Team by:
  - Maintaining logs and records of engagements with clients and specific services
  - Using a consistent system to track objectives, timelines, tasks, responsibilities, and partner networks related to the work of client programs
  - Purchasing supplies, reservations, and other expenses for TA engagements and tracking expenses
  - Contributing to reports for clients, sponsors, and other partners on the progress of the TA Team's work

### **Qualifications**

- Passion for PowerCorpsPHL's mission and people.
- Proficiency in Microsoft Office and Google Suite
- Proficiency with cloud file sharing in an organized fashion with internal and external colleagues
- Proficiency 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
- Adaptability, flexibility, and a willingness to learn new things and apply knowledge to problem-solving in real time
- 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
- Valid driver's license with clean driving record and ability to drive a mini-van with 5-8 passengers
- Demonstrated commitment to diversity, equity, inclusion, justice and accessibility.
- Successful submission of background checks.

### **Education and Experience**

- Bachelor's degree with a minimum of three years direct experience within workforce development initiatives, service-learning programs, or other community-rooted and economic opportunity-focused projects
- Work experience across multiple sectors (government, non-profit, private)
- Minimum three years experience working as a trainer, adult educator, facilitator, coach 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 original content creation, including presentations, outreach material, and written language for various audiences
- Experience working with diverse teams on shared programs or projects
- Experience with recording and tracking of data
- Fundraising experience preferred

### **Physical Demands and Work Environment**

This role combines travel and office-based work. Typical activities include:

- Working from the PowerCorpsPHL office in-person a minimum of two days a month.
- Traveling to different locations within Philadelphia on a regular basis.
- Traveling to different locations across the country 1-2 times per quarter.

- Facilitating both virtual and in-person workshops and meetings using a variety of digital platforms, physical projectors, whiteboards, flip charts and vocal projection.
- Sitting 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.

Please note that this job description is not intended to be a comprehensive listing of required activities, duties, or responsibilities, and is subject to change at any time with or without notice.

**Compensation and Benefits:**

Salary Range: \$80,000-90,000

We offer a competitive benefits package that includes:

- Health, dental, and vision insurance
- Employer paid life and long-term disability insurance
- Flexible Savings Accounts (Healthcare, Dependent Day Care, Mass Transit and/or Parking Plan)
- Employee Assistance Program
- 401(k) retirement plan participation

Additionally, you will be entitled to:

- 30 days of paid time off annually (240 hours)
- 12 holidays annually, plus a winter break

**PowerCorpsPHL** requires background checks to be submitted prior to hire. Having a background does not necessarily prohibit employment. Individuals with backgrounds are encouraged to apply.

**PowerCorpsPHL** is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.

**PowerCorpsPHL** is committed to providing reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential functions of the job. This job description outlines the typical functions of the position, and employees with disabilities can perform these essential functions with or without reasonable accommodations. We will provide accommodations unless doing so would cause an undue hardship for the employer.

**To Apply:**

**Please submit a resume and cover letter to [ta@powercorpsphl.org](mailto:ta@powercorpsphl.org) with the subject line: "TA Associate\_Last Name" (ex. TA Associate\_Gonzalez)**

