



## **Jane Addams Resource Corporation Job Description**

**Title:** Partnership and Recruitment Liaison

**Department:** Careers in Manufacturing Programs/Two-Gen Strategies

**Program:** Careers in Manufacturing Programs (CNC Fast Track, Welding Fast Track, Brake Press, Women in Manufacturing, and Manufacturing Bridge Programs) at JARC's Austin and Ravenswood locations

**Reports To:** Director of Training Services - Austin

**Supervises:** Two-gen Erickson Institute intern in collaboration with Director of Training Services – Austin, and Parent ambassadors.

*The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development services to businesses to improve their competitiveness.*

Jane Addams Resource Corporation (JARC) is a Center for Working Families that focuses on job training and workforce development. JARC's job training programs target skills gaps in manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Center for Working Families (CWF), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.

*The Careers in Manufacturing Programs prepare trainees for entry level employment in the manufacturing industry financial support services, such as income supports, financial coaching and employment services.*

### **Essential Functions:**

#### **Recruitment:**

- Develop and execute recruitment plans targeted at women and parents.
  - Special emphasis on unemployed mothers with children ages 0-8 years old, per a funder requirement
- Monitor all CMP recruiting efforts including managing recruiting calendar and ensuring staff coverage of strategic events.

#### **Partner Engagement:**

- Building and maintaining strategic partnerships with early childhood education centers, preschools, daycares, elementary schools, WIC offices, etc.
- Support and facilitate strategic partnerships to develop culture change, systems policy change, racial/gender equity, sustainability, and parent-engagement/voice in two-generation approaches and efforts including alumni relationships, mental health providers, and ECE providers. Benchmarks include:
  - New MOUS
  - External staff trainings
  - New referral organizations
  - Advisory panel attendance
- Develop a 'train the trainer' approach to working with family support workers / relevant staff at ECE providers in economic resources, financial literacy, public benefits, and workforce development
- Network through industry contacts and provide program information, opportunities, and benefits to create relationships with referral network
- Manage advisory panel of cross-sector partners that will help inform and guide the work of the project

**Trainee Supports:**

- Conduct application sessions and assist with screening for the Bridge, WMP, CNC, Brake Press and Welding Fast Tracks programs
- Assist with documentation and tracking of trainees' eligibility, assessments, achievements, and job placements
- Oversee and develop surveys for parents enrolled in training programs to provide continuous feedback for JARC staff/directors
- Develop resources for social capital and health/well-being for enrolled trainees in JARC Chicago offices/programs particularly mental health, substance abuse, and domestic violence.
- Assist with family engagement events like JARC open houses/alumni nights and JARC's partnership with Tickets for Kids

**Team Functions:**

- Assist in preparation of program updates
- Participate in various team meetings throughout planning and implementation phases
- Evaluate recruitment efforts regularly to stay on target with recruitment goals
- Collaborate with the Adult Learners Program, the Center for Working Families and the Training Instructors
- Provide support and training to internal staff on deepening two-generation strategies
- Assist with required monthly, quarterly, and annual reports
- Comply with all funder requirements
- Other duties as assigned

**Qualifications:**

- A minimum of a Bachelor's Degree or at least two years of related experience
- Ability to strategize, develop, implement, and evaluate recruitment plans
- Previous experience working with agencies serving mothers and/or their children ages 0-8
- Commitment to serving the needs of a hard-to-serve population
- Intermediate level skills of Microsoft Office; database applications a plus
- Excellent interpersonal, organizational, verbal and written communication skills.
- Must have reliable transportation with access to various city and suburban locations outside of public transportation routes
- Bilingual a plus

**Terms/Conditions:**

- Full Time (35 hours a week)
- FLSA non-exempt
- Union (UAW-NOLSW 2320)
- Some evening and/or weekend hours required
- Criminal Background, FBI and other pre-employment verifications required

**Compensation:**

- Starting wage of \$17.58 per hour
- Competitive benefits package

**To Apply:**

E-mail resume and cover letter to: [hr@jane-addams.org](mailto:hr@jane-addams.org)

**Please include "Partnership and Recruitment Liaison" within the subject line. Inquiries without this in the subject line will not be reviewed or considered.**

No phone calls please.

*JARC is an Equal Opportunity Employer  
Minority/Female/Veteran/Disabled*