



## 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)

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

**Location:** 231 N. Pine Ave., Chicago, IL 60644. This position may occasionally work out of Main Office locations (4432 N. Ravenswood Ave., Chicago) or additional locations as directed by supervisor.

*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.*

*JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist, Press Brake Operator and Welder. As a Center for Working Families (CWF) and Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.*

### **Essential Functions:**

#### **Recruitment:**

- Develop and execute recruitment plans targeted at under and unemployed individuals looking to be trained and work in the advanced manufacturing industry.
  - Special emphasis on unemployed women and parents with young children.
- 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
  - Potential Recruits coming in for Informational Sessions
- Develop a 'train the trainer' approach to working with family support workers / relevant staff at key community resource partners including ECE providers, public benefits providers, and other community based organizations to be able to make referrals to JARC programs
- Network through industry contacts and provide program information, opportunities, and benefits to create relationships with referral network

- Manage and compile reports outlining recruitment efforts, potential recruits presented to, and those that attended informational sessions. Tracking of all participants coming in for Informational Sessions also required.

**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
- Maintain and grow the Parent Ambassador Program to develop trainee's social capital by connecting current trainees with alumni working in the industry.

**Team Functions:**

- Assist in preparation of program updates and monthly, quarterly, and annual reports
- Participate in various team meetings in order to evaluate recruitment efforts to regularly 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
- Comply with all funder requirements
- Other duties as assigned

**Qualifications:**

- Ability to strategize, develop, implement, and evaluate recruitment plans
- Previous experience working with community based organizations throughout Cook County and surrounding counties preferred.
- Commitment to serving the needs of a hard-to-serve population
- A minimum of a Bachelor's Degree or at least two years of related experience
- Intermediate level skills of Microsoft Office; database applications a plus
- Excellent interpersonal, organizational, verbal and written communication and presentation 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 weekend hours required
- Criminal Background, FBI and other pre-employment verifications required

**Compensation:**

- Starting wage of \$18.89/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/LGBTQ*

