



Jane Addams Resource Corporation Job Description

Title: Program Coordinator – CMP (Austin)

Department: Careers in Manufacturing Programs (CMP)

Program(s): CNC Fast Track Program, Welding Fast Track, Press Brake Operators Fast Track and Manufacturing Bridge Program (Austin)

Reports To: Program Director – CMP (Austin)

Location: JARC Austin – 231 N. Pine Ave., Chicago

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

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 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 Duties and Responsibilities:

Careers in Manufacturing Programs

The Careers in Manufacturing Programs prepare trainees for entry level employment in the manufacturing industry.

- Recruit, enroll and screen eligible applicants to JARC's training programs
- Conduct orientations and testing for the Careers in Manufacturing Programs (CMP)
- Comply with all government and foundation funder requirements
- Enroll, track, and exit participants in Career Connect, Salesforce, DAISI, and other data systems as needed
- Provide monthly case management to trainees during program and for approximately one year after exit
- Process Individual Training Accounts, GI benefits, and other funding sources for trainees
- Prepare required monthly, quarterly, and annual reports
- Document and track trainees' eligibility, assessments, achievements, and job placements
- Monitor trainees' performance and report issues to the Director - Training Services
- Other duties as assigned
- Uphold trainee disciplinary procedures ranging from verbal to written disciplinary action and possible termination from program

Team Functions:

- Assist in preparation of program updates and program reporting
- Market JARC programs through contacts with other agencies, advertisements, and informational events
- Contributes to agency's continuous quality improvement efforts
- Participate in Training Services Team meetings, enrollment meetings, and other trainee events and meetings as needed
- Collaborates with all JARC departments including Technical Training Center, Business and Workforce Services, Financial Opportunities Center, and the Adult Learners Program
- Contributes to JARC's continuous quality improvement efforts
- Contributes to JARC's warm and welcoming environment
- Comply with all funder requirements

Qualifications:

- Prefer a Bachelor's Degree plus 5 years of professional work experience
- Manufacturing knowledge or prior manufacturing experience a plus
- Knowledge of Workforce Development including (WIOA) a plus
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills
- Professionalism, flexibility, good judgment and commitment to the team and vision and mission of the organization
- Bilingual a plus
- Able to work evenings

Terms/ Conditions:

- FLSA Non-Exempt
- 35 hours per week
- Union (UAW-NOLSW 2320)
- Criminal Background, FBI and other pre-employment verifications required
- Some evening hours are required

Salary:

- \$18.98 per hour
- Competitive benefits package

**Submit cover letter and resume to hr@jane-addams.org. No phone calls please.
Please include the position title Program Coordinator – CMP (Austin) within the subject line.
Inquiries without the title in the subject line will not be reviewed or considered.**

*JARC is an Equal Opportunity Employer:
Minority/Female/Veteran/Disabled/LGBTQ encouraged to apply*