



## Jane Addams Resource Corporation Job Description

**Title:** Resource and Partnership Specialist

**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 (JARC Austin) and 4432 N. Ravenswood Ave., Chicago (JARC Main Office), 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 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 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:**

#### **Trainee Resource Supports:**

- Conduct Income Supports Assessments for trainees at both Ravenswood and Austin locations, this includes assisting clients with accessing eligible benefits
- Set up and maintain Benevolent accounts for trainees needing specific support services, and assist female trainees in accessing the Emergency Fund
- 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.
- Collect, document and track data on services provided, including program and client outputs and outcomes within Salesforce, Excel, and other databases as needed.

#### **Partner Engagement:**

- Building and maintaining strategic partnerships with providers that can serve as a resource for trainees and families in the program including early childhood education centers, WIC offices, DHS offices, IDES offices, mental health providers, housing providers, 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. Benchmarks include:
  - New MOUS
  - External staff trainings
  - New referral organizations
  - Applicants coming in for Informational Sessions

- Network through industry contacts and provide program information, opportunities, and benefits to create relationships with referral network
- Manage and compile reports outlining partnership and outreach efforts with local community resources.

**Recruitment:**

- Participate in JARC recruitment and outreach efforts in order to enroll eligible candidates into Careers in Manufacturing (CMP) training program
- Attend outreach events and meetings on behalf of JARC to establish partnerships with local area providers that can serve as a resource and referral to the trainees and their families attending JARC programming
- Attend at least 6 outreach/recruitment/partner meetings per month

**Team Functions:**

- Assist in preparation of program updates and monthly, quarterly, and annual reports
- Participate in various team meetings in order to evaluate outreach efforts to regularly stay on target with recruitment goals
- Collaborate with the Adult Learners Program, the Center for Working Families and the Training Instructors including during Training Services meetings
- Provide support and training to internal staff on deepening two-generation strategies
- Comply with all funder requirements
- Contribute to JARC's culture of maintaining a warm and welcoming environment and continuous quality improvement efforts
- Other duties as assigned (for all areas)

**Qualifications:**

- Ability to strategize, develop, implement, and evaluate outreach 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 and other pre-employment verifications required to verify no job related convictions and work history

**Compensation:**

- \$18.98 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 “Resource and Partnership Specialist” 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/LGBTQIA/Returning Citizen  
All are encouraged to apply*