



FRONTLINE FOCUS
THE CHICAGO JOBS COUNCIL
TRAINING INSTITUTE

POSITION DESCRIPTION
Program Fellow
Academic Year 2020/2021

Position Scope: Assist in the implementation, management and expansion of a non-profit professional development program. As part of the Frontline Focus Training Institute (FFTI), fellows report to the FFTI Program Associate. Primary responsibilities include supporting FFTI staff with program administration, logistics, management, marketing, evaluation and fundraising.

Chicago Jobs Council's (Jobs Council) vision is that all people, regardless of where they start or where they've been, can access employment as a pathway out of poverty. The Jobs Council moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity building. Since it was established in 1981, the Jobs Council's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people out of poverty, into the workforce and into better jobs.

CJC's **Frontline Focus Training Institute (FFTI)** delivers trainings and resources to help job developers, case managers, and other service providers develop their skills, knowledge and networks to better deliver employment and training services to disadvantaged job seekers, low-income workers and employers. FFTI offers over 30 professional trainings each year, serving more than 400 participants. FFTI staff additionally works with the Jobs Council Policy Team to deliver monthly Workforce 360 convenings which provides free programming and networking opportunities to hundreds more professionals in the field.

FFTI Goals

Through the delivery of our trainings, resources and other capacity building efforts, we aim to:

1. Develop and enhance the skills, key competencies and knowledge of frontline workforce development providers in order to increase job effectiveness.
2. Decrease burnout and stimulate career growth within the workforce development field.
3. Create an environment that fosters collaboration and networking among workforce professionals.
4. Establish workforce development as a professional field of work.

Fellow Responsibilities:

The Fellow will assist in the administration, management and expansion of the Jobs Council's Frontline Focus Training Institute (FFTI). Specifically, the Fellow would be engaged in the following types of tasks and responsibilities:

- **Marketing**
 - Design and distribute electronic registration emails and reminders
 - Participate in the creation of new marketing materials to help attract new participants
 - Coordinate and contribute to FFTI's social media efforts

- o Lead FFTI's targeted marketing efforts by ensuring all contact lists are updated on a regular basis
- o Use data to determine new marketing/outreach efforts
- **Evaluation**
 - o Distribute, collect and analyze follow-up survey responses on SurveyMonkey for all trainings
 - o Engage in data collection methods (i.e. surveys, focus groups, etc.) to determine training needs of frontline workforce staff and inform the continued growth of FFTI
 - o Distribute, collect and analyze FFTI's Annual Survey; generate report and recommendations
- **Program**
 - o Assist in the research and design of new curriculum as needed
 - o Support the development of webinars and other online curriculum modules
 - o Provide logistical support for trainings and other meetings
 - o Facilitate certain training modules (if desired)
- **Grant writing/Fundraising**
 - o Assist in the writing of foundation grant proposals
 - o Contribute to the overall fundraising strategy of FFTI

Skills and Qualifications:

- Commitment to the advancement of Chicago Jobs Council's organizational mission.
- Interest in nonprofit or program management, program evaluation and data management.
- Clear, concise, and persuasive written and verbal communication skills.
- Strong critical thinking and analytical ability.
- Possesses self-starting work habits (sees what needs to be done without being told) that demonstrate a clear understanding of FFTI's priorities and one's own responsibilities, while at the same time being open to receiving direction.
- Participates well in a team including listening to and respecting team members' ideas, willingness to provide backup on other team members' projects, display of adaptability when a change is made, and openness to incorporating team feedback on written communications.
- Excellent organizational, time management and project management skills that allow for the handling of multiple and competing priorities while meeting short and long term deadlines.
- Ability to think systemically and make recommendations based on thorough research.
- Proficiency with computer applications in Windows environment, especially Microsoft Office Suite applications (primarily Word and Excel) and Google Suite; proficiency with (or ability to learn quickly) web-based survey and design applications (SurveyMonkey, Canva, Piktochart), and internal database applications.

Other Information

The time commitment for this position is flexible, but ideally would include a minimum of 20-24 hours/week (3 days/week). Position includes a small stipend.

Application Process

To apply to this position, please submit a resume and cover letter via <https://cjc.bamboohr.com/jobs/view.php?id=32>

The Chicago Jobs Council is committed to building an inclusive staff and strongly encourages applications from individuals of color, people with disabilities, individuals with diverse backgrounds, and those whose life experience is underrepresented in employment programs and policies.

The Jobs Council recognizes that systemic, institutional and individual racism creates disparities in the way people of color fare in the labor market. We are continuously working to review and update our practices, policies, and

procedures using a racial equity lens in order to achieve more equitable outcomes for all.