



JOB ANNOUNCEMENT

Title: Adult Learners Program and Services (ALPS) Coordinator

Department: Careers in Manufacturing Programs (CMP)

Program(s): ALPS and CMP

Reports To: Manager -Training Services

Location:

Main Location: JARC Ravenswood (4432 N Ravenswood Ave, Chicago, IL 60640); *Other Locations:* JARC Austin (976 N Kilbourn, Chicago, IL 60651); JARC Chatham (640 E. 79th St, Chicago, IL 60619)

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 and welder. As a Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.

JARC's Adult Learners Programs and Services (ALPS) offers one-on-one and small group tutoring in reading, math, English as a Second Language (ESL), GED preparation, and digital literacy. It serves community residents interested in improving their basic skills that support their personal goals—whether that be employment, training, or skills that enhance their day-to-day life.

Essential ALPS Duties and Functions:

- Assist in coordination and facilitation of all ALPS tutoring sessions including being on-site during in-person sessions at least 21 hours per week
- Facilitate off-site tutoring sessions, as needed
- Schedule and conduct intake with new learners and tutors
- Maintain records in Air Table, Salesforce, and other data systems as needed; update client digital files accordingly
- Administer and track standardized assessments to assess learners' educational levels; post-test all active learners no less than once every five months
- Comply with all government and foundation funder requirements, including tracking key data outcomes
- Recruit and retain approximately 60 volunteer tutors annually
 - Schedule and register new tutors for Literacy Works' 12-hour trainings

- Ensure and document tutors' completion of mandatory training hours
 - Advertise supplemental trainings to current tutors
 - Provide support and guidance to tutors during tutoring sessions
 - Expand ALPS programming in Austin and Chatham by working with community partners to recruit tutors and learners, and make referrals as needed
- Prepare student lesson plans, in collaboration with tutors, in line with their personal goals. Update as needed.
 - Schedule workshops to adult learners on relevant topics
 - Promote and track learner utilization of library services, and plan at least one library visit annually
 - Assist in the planning and execution of at least one celebration event for learners annually, and at least one appreciation event for tutors annually
 - Assist ALPS learners in connecting with internal and external referral resources (e.g. workforce providers, financial planning, income supports), through collaboration with other JARC staff

Essential Careers in Manufacturing Programs (CMP) Duties and Functions:

- Teach digital literacy skills to CMP trainees in biweekly workshops
 - Develop digital literacy curriculum, in collaboration with Employment Coach and Financial Coach, that integrates work readiness and financial capabilities skills
 - Evaluate and track trainees' skills gains in digital literacy
 - Provide one-on-one digital literacy instruction to CMP trainees who need additional instruction

Team Functions:

- Participate on the North Side Literacy Coalition and Chicago Citywide Literacy Coalition
- Market ALPS and other JARC programs through contacts with other agencies, advertisements, and informational events
- Communicate, collaborate, and meet regularly with CMP coordinators, instructors, Employment Services staff, and FOC staff on the status of clients
- Assist in preparation of program updates and program reporting
- Write success stories about clients and obtain their feedback on JARC's services
- Comply with all funder requirements
- Other duties as assigned

Requirements/ Qualifications:

- Solid working knowledge of Microsoft Office required
- Bachelor's Degree or related experience
- A minimum of one year of related experience preferred
- Excellent interpersonal, organizational, and communication skills preferred
- Teaching experience a plus
- Bilingual a plus

Terms/ Conditions:

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

Compensation:

- \$21.43 per hour
- Competitive benefits package

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

*Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged
to apply*