



**Title:** Program Coordinator – CMP

**Department:** Careers in Manufacturing Programs (CMP)

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

**Reports To:** Program Director – CMP (Austin)

**Location:** JARC Austin – 976 N. Kilbourn Ave., Chicago and JARC Chatham - 630 E. 79<sup>th</sup> St.

*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 welder, and assembler. 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, ECM, AirTable, and other data systems as needed
- Provide monthly case management to trainees during program
- 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:**

Bachelor's Degree or 2 years of relevant professional work experience preferred

- 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:**

- \$20.00 per hour
- Competitive benefits package

**Submit cover letter and resume to [hr@jane-addams.org](mailto:hr@jane-addams.org). No phone calls please. Please include the position title Program Coordinator – CMP 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/ Gender Identity encouraged to apply*