



## **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, Mechanical Assembly Fast Track, and Manufacturing Bridge Program (Austin)

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

**Location:** JARC Austin – 976 N. Kilbourn 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, Press Brake Operator, and welder. As a Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.*

### **Essential Functions:**

#### 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, Air Table, and other data systems as needed
- Provide monthly case management and weekly check-ins 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

### **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
- Serve as JARC representative to external partners and vendors by communicating schedule changes and onsite needs.
- Contributes to JARC's warm and welcoming environment

**Qualifications:**

- A minimum of a Bachelor's Degree or a minimum of two years of related experience
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills
- Bilingual a plus
- Knowledge of Workforce Innovation and Opportunity Act (WIOA) a plus
- Manufacturing knowledge or experience a plus

**Terms/ Conditions:**

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

**Salary:**

- \$21.43per hour

**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-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/Gender Identity*