



JOB ANNOUNCEMENT

Title: Adult Learners Program and Services (ALPS) Specialist

Department: Careers in Manufacturing Programs (CMP)

Program(s): ALPS and CMP

Reports To: Director of Training Services- CMP

Location: JARC Ravenswood (4432 N Ravenswood Ave, Chicago, IL 60640), & JARC Austin (231 N. Pine Ave., Chicago IL 60644)

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 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

The 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 computer classes.

Essential ALPS Duties and Functions:

- Assist in coordination and facilitation of all ALPS tutoring sessions including being present during Tuesday and Thursday evening sessions
- Facilitate off-site tutoring sessions, as needed
- Schedule and conduct intake with new learners and tutors
- Maintain records in Salesforce, DAISI, Excel, and other data systems as needed; update client files accordingly
- Administer and track standardized tests to assess learners' educational levels; post-test all active learners no less than once every five months
- 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 by working with community organizations and literacy partners to recruit tutors and learners
- Prepare student lesson plans 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 CMP Duties and Functions:

- Teach digital literacy skills to CMP trainees in weekly workshops
 - Develop digital literacy curriculum, in collaboration with AmeriCorps Digital Literacy Instructor, 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, Chicago Citywide Literacy Coalition, and Area Planning Committee
- 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
- A minimum of a Bachelor's Degree in Education or a related field preferred
- A minimum of one year of related experience preferred
- Excellent interpersonal, organizational, and communication skills preferred
- Teaching experience a plus
- Bilingual a plus
- Manufacturing experience or knowledge 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:

- \$18.98 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.

JARC is an Equal Opportunity Employer: Minority/Female/Veteran/Disabled