



Program Coordinator Temporary Role

Jane Addams Resource Corporation (JARC) is seeking to hire a temporary program coordinator for its Careers in Manufacturing Programs (CMP) and Adult Learners Programs and Services (ALPS) program.

Services will be delivered remotely and in-person. *In-person services will be delivered from 4222 N. Ravenswood Ave, Chicago and 976 N. Kilbourn Ave, Chicago.*

JARC has implemented COVID safety policies for all staff and trainees coming on-site to our training centers and main office. Our policies align with city and state requirements and guidance.

A. Scope of Services

- Prepare for and present at weekly CMP orientation sessions via Zoom
- Coordinate program application process, including email/phone correspondence with applicants, updating Google forms application, and scheduling interviews with staff
- Schedule applicants and administer CASAS basic skills testing on-site
- Disburse transportation assistance to clients on-site
- Perform phone and email reference checks on applicants
- Perform email and phone correspondence with clients
- Respond to phone and email inquiries regarding agency and its programs
- Conduct virtual recruitment presentations on agency programs
- Assist with data entry
- Perform other duties as assigned

B. Schedule

Dates and hours: Up to 16 weeks; varied hours (up to 35 per week)

Days/Times

Required times:

Virtual: Wednesdays 8:30am-11:00am and 3:30pm – 5:30pm

On-site:

Mondays and Tuesdays for a minimum of 2 hours each day between 9:30am and 2pm.

Additional weekly hours are flexible

C. Qualifications:

- Excellent interpersonal, organizational, verbal, and written communication skills
- Ability to adhere to strict confidentiality requirements and follow all legal and ethical guidelines

- Proficiency with Google Suite, Zoom, Excel, Word and Outlook required
- Comfort with public speaking (via Zoom)
- WIOA or workforce experience a plus
- Wage: \$**21.00** perhour

D. To Apply:

E-mail resume, cover letter, and references to: [HR @JANE-ADDAMS.ORG](mailto:HR@JANE-ADDAMS.ORG)

Please include the position title (Program Coordinator Temporary Position) within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.

No phone calls please

Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/LGBTQ/Veteran/Returning Citizen/ Gender Identity/ Disabled *All Are
Encouraged to Apply*