



## Jane Addams Resource Corporation Job Description

**Title:** Employment Coach – Careers in Manufacturing Programs - Austin

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

**Program:** Careers in Manufacturing Programs - Austin

**Reports To:** Director – Training Services (Austin)

**Location:** 4432 N. Ravenswood Ave., Chicago and future JARC West Side neighborhood location

*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 manufacturing, such as Computer Numerical Control (CNC) machinist, Press Brake Operator 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.*

This position will be based primarily out of JARC's West Side location which is still to be determined. Time will also be required at JARC's Ravenswood location, which will also be the main location until the new location is determined.

### **Essential Functions:**

- Teaches workplace readiness and digital literacy skills to CMP trainees in weekly workshops
  - Develop work readiness and digital literacy curriculum and assessment tools
  - Evaluate and track trainees' progress and skills gains in employment readiness and digital literacy
- Provides one-on-one job coaching, including resume and cover letter preparation and assists with job applications and connecting clients to job opportunities.
- Hold regular office hours for students including morning and evening hours to accommodate all programs
- Coach trainees on expected workplace practices in manufacturing and the soft skills required by employers.
- Offer insight, support, encouragement, and resources to help trainees realize their inherent strengths as tools to take action to improve their situation and surmount barriers towards achieving self-sufficiency.
- Support continuous program improvement by working closely with the training and employment services team, and trainees to identify and implement best practices to ensure quality services.
- Collaborate with training and supportive services team to address participant needs associated with job search and retention and ensures placement and retention goals are met. Refers participants to resources, training, educational programs and/or related supportive services as needed.
- Promote an understanding of working within the Manufacturing Sector through regular field trips, guest speakers, and alumni panels.
- Recruit, interview, train and manage employment services volunteers to perform mock interviews with trainees.



- Collects, documents and tracks data on program outputs and outcomes in Salesforce, Excel, Insightly, Career Connect, and other databases as needed.
- Assist in leading weekly informational sessions for program applicants.
- Assist program in highlighting program success through client success stories, grant reporting, and others means as needed.

#### **Team Functions**

- Maintain strong communication between program teams: technical instructors, program coordinators, supportive staff, and job developers
- Assist in preparation of program updates and program reporting
- Market JARC programs through contacts with other agencies, advertisements, informational events, and assisting in trainee recruitment.
- Contributes to agency's continuous quality improvement efforts
- Participate in Employment Services Team, enrollment check-ins, and other meetings as needed
- Collaborates with all JARC departments including Business and Workforce Services, Financial Opportunities Center, and the Adult Learners Program
- Contributes to JARC's warm and welcoming environment

#### **Qualifications:**

- A minimum of a Bachelor's Degree and two years of related experience **OR** five years related experience
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills; teaching skills is a plus
- Ability to give constructive feedback and coaching
- Bilingual a plus
- Manufacturing knowledge or experience a plus

#### **Terms/Conditions:**

- Fulltime: 35 hours per week
- FLSA: Non-Exempt
- Evening hours required
- Union (UAW-NOLSW 2320)
- Must provide proof of legal identity and U.S. employment eligibility
- Criminal Background Checks and other pre-employment eligibility required

**Salary: \$20.00 per 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 Employment Coach - CMP (West Side) 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/LGBTQ/Veteran/Returning Citizen/ Disabled  
\*All Are Encouraged to Apply\**