



JANE  
ADDAMS  
RESOURCE  
CORPORATION  
BALTIMORE

## Job Description

**Title:** Temporary Adult Basic Education (ABE) Specialist Part Time

**Department:** Careers in Manufacturing Programs

**Program(s):** Careers in Manufacturing Programs

**Reports To:** Director of Manufacturing Operations

**Supervises:** N/A

*The Jane Addams Resource Corporation – Baltimore (JARC-Baltimore) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.*

*JARC-Baltimore helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC-Baltimore's job training programs target skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. JARC-Baltimore also assists with income supports, financial coaching and employment services.*

### Essential Functions:

- Teach ABE-Level Math in the Fundamentals of Manufacturing (FOM) Program
- Conduct intake assessments and standardized testing with new trainees
- Conduct post-testing and assist trainees with transition to advanced training
- Track standardized test results; update in the agency's database and databases required by funders
- Execute Training Plans in ABE-Level Math for FOM Trainees
- Administer, grade Math Quizzes for Trainees in Mfg Skills 1 (MS1) Classes
- Assist with delivery of MS1 content as assigned, including Training Manuals and / or Digital Content through Tooling U.
- Track and document attendance and training hours
- Provide support to the Director of Manufacturing Operations
- Maintain records in JARC-Baltimore database, update client files accordingly
- Develop and deliver workshops to adult learners on relevant topics
- Serve as a resource to coaches, instructors, coordinators, and other staff, assisting with assessments, instruction and soft skills classes as needed
- Assist program staff with documenting client success stories
- Perform other duties as assigned

### Team Functions:

- Market JARC-Baltimore programs through contacts with other agencies, advertisements, and informational events

- Collaborate with other JARC staff and programs, including Continuous Quality Improvement meetings and Training Services team meetings
- Contributes to JARC's continuous quality improvement efforts
- Contributes to JARC's warm and welcoming environment

**Requirements/ Qualifications:**

- Bachelor's degree in education or a related field preferred
- A minimum of one year of related experience
- Solid working knowledge of Microsoft Office, and various office administrative tasks
- Excellent interpersonal and organizational skills
- Teamwork and flexibility

**Terms/ Conditions:**

- Part Time (Approximately 20-25 hours per week)
- FLSA Non-Exempt
- Background check required
- Position scheduled through end of the year 12/31/2024

**Wage:**

- \$20.00 – \$26.28 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 ABE Specialist within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.**

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer  
Minority/Female/Veteran/Disabled/LGBTQ are encouraged to apply*