

Jane Addams Resource Corporation
Job Description

Title: Employment Coach

Department: Careers

in Manufacturing Programs (CMP)

Program: Careers in Manufacturing Programs - Austin

Reports To: Employment Services Manager

Locations: 4222 N. Ravenswood Ave., Chicago, IL 60613; Aspire Center, 5500 W. Madison St, Chicago, IL 60644; 976 N. Kilbourn Ave., Chicago, IL 60651

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 and Welding. 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 out of JARC's Austin locations in Chicago, Illinois. Limited time may also be required at other JARC locations during morning and evening hours to accommodate all programs.

Essential Functions:

- Teach workplace readiness skills to CMP trainees in weekly workshops
 - Develop work readiness curriculum and assessment tools
 - Evaluate and track trainees' progress and skills gains in employment readiness
 - Provide 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.
- Foster an understanding of careers in 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, Airtable and other databases as needed.
- Provides post-placement tracking and support to JARC trainees by tracking job retention and career advancement.
- Assist program in highlighting program success through client success stories, grant reporting, and others means as needed.
- Other duties as assigned

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
- Contributes to agency's continuous quality improvement efforts
- Participate in Employment Services Team, enrollment check-ins, and other meetings as needed
- Collaborate with all JARC departments including Business and Workforce Services, Financial Opportunities Center, and the Adult Learners Program
- Contribute 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 preferred
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills; teaching skills is a plus
- Proven ability to give constructive feedback and coaching to individual clients
- 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:

- \$25.27 per hour
- Competitive Benefits Package

Submit cover letter and resume to hr@jane-addams.org. No phone calls please. Please include the position title Employment Coach - CMP (Austin) 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