



JOB DESCRIPTION

Job Title: Director of Manufacturing Operations – JARC Philly

Program(s): *Careers in Manufacturing Programs (CMP)* and *Business & Workforce Services (BWS)*

Reports To: Site Director – JARC Philly

Supervises: Technical Training Instructors (including Welding, CNC, and Manufacturing Bridge Instructors); Job Developer

The Jane Addams Resource Corporation 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 training programs target middle skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist and Welder, and serve a variety of populations.

- ***Careers in Manufacturing Programs (CMP)*** – Provide job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment. These programs will operate in JARC's training center in the Kensington neighborhood in Philadelphia.
- ***Business and Workforce Services (BWS)*** – Design and execute customized firm side training classes for JARC's industry partners and their incumbent workers. Connect employers with skilled JARC graduates for hiring.

The Director of Manufacturing Operations supports these programs and strategies through leadership of technical training faculty, management of JARC's manufacturing training facility, and supporting industry partner development to advance graduate placement and firm side training.

Essential Functions:

Careers and Manufacturing Programs (CMP)

- Oversees technical training and industry certifications in JARC's job training programs.
- Ensures the execution of JARC's curricula, program design, and safety protocols for the *Careers in Manufacturing Programs*, including CNC, Welding, and the Manufacturing Bridge Program.
 - Meets with instructors to review Skills Inventories, Dashboard Indicators, and other metrics for training and certification goals
 - Participates in Employment Services team meetings; share training data and updates
- Executes JARC Best Practices, including Open Entry / Open Exit, Simulated Work Environment, and use of Industry Credentials.
- Supervises and develops technical training instructors; provides technical support and industry expertise.

Manufacturing Operations

- Prepares and manages non-personnel (i.e. equipment, supplies) budgets and executes purchasing for manufacturing operations
- Responsible for machine maintenance program at training center
 - Schedules routine and preventative maintenance
 - Works with vendors to ensure timely, cost-effective maintenance and repair
- Responsible for Safety Program at training center, which includes conducting safety audits, maintaining records, and enforcing OSHA policies and best practices
- Facility management incorporates Lean Manufacturing practices, including 5S and use of visual management tools to track trainee progress
- Adds capacity, providing instruction to CMP trainees and incumbent workers, as needed, (dependent on industry experience) in topics such as Manufacturing Skills (Math, Print Reading, and Metrology); Machine Setup, Operation and Safety; G-Code Programming for CNC Milling and Turning, Welding processes
- Other duties as assigned

Business and Workforce Services

- Supervises and develops the Job Developer and supports Job Developer efforts to drive trainee placement and retention outcomes.
- Assists with outreach with companies to facilitate employer engagement, evaluating their skills needs, internal training needs, and hiring needs.
- Collaborate with the Director of Advanced Manufacturing, Director of Welding, and/or technical instructors to design customized incumbent worker training classes, adapting existing curricula and course outlines to align with customer goals.

Team Functions:

- Participates on Management Team
- Participates in Employment Services meetings; shares and receives confidential information to support trainees
- Collaborates and cultivates strong working relationships with all staff across JARC sites
- Contributes to JARC's warm and welcoming environment
- Ensures development opportunities and coaching to help team members grow and thrive professionally; includes completing performance evaluations according to review schedule
- Models shop and workplace safety

Qualifications:

- Must be dedicated to JARC's mission of moving individuals and families out of poverty through a combination of skills training and support services
- 10 years of manufacturing experience preferred
- Must have working knowledge of key manufacturing and fabricating processes, including CNC, Welding, Assembly and knowledge of shop safety and machine tools
- 5 years of experience managing and developing staff preferred
- 5 years of teaching or on-the-job teaching is preferred
- Experience with business development and/or employer engagement is preferred
- Bilingual Spanish a plus

Terms/Conditions:

- Full-time – 35 hours per week
- FLSA Exempt
- Management Position
- Criminal Background Checks Required

Salary Range: \$80,000.00-\$88,000.00

Please send your resume and cover letter to HR@Jane-addams.org for consideration. Please include "Director of Manufacturing Operations Philly" in the subject line of all emails.

Jane Addams Resource Corporation-Philly is an Equal Opportunity

Employer/Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply