



Job Description

Title: Graduate Financial and Career Coach (**Special Project Employee**)

Department: Supportive Services

Program: Careers in Manufacturing Programs

Reports to: Director – Business and Workforce Services

Supervises: N/A

Location: 4432 N. Ravenswood Ave., Chicago and 976 N Kilbourn, Chicago.

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 the manufacturing, such as Computer Numerical Control (CNC) machinist 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

The Careers in Manufacturing Programs prepare trainees for entry level employment in the manufacturing industry financial support services, such as income supports, financial coaching and employment services.

Essential Duties and Responsibilities:

- Provides post-placement tracking and support to JARC graduates:
 - Conducts outreach to JARC graduates to track job retention, career advancement, and financial outcomes
 - Connects graduates with supportive services as needed
 - Provides financial counseling and follow-up on client budgets. Counseling focuses on achieving long-term financial health and growth for graduates.
 - Provides career counseling regarding issues and concerns in the workplace.
 - Completes subsequent credit pulls on a regularly basis, and secures job placement and retention documentation
 - Documents outcome tracking through Salesforce, Excel, Insightly, and other data systems as needed.
 - Ensures documentation meets grant requirements and organization standards.

Team Functions:

- Participates on the Employment Services Team as needed and the CWF Services Team meetings
- Works with Business and Workforce Services on developing and implementing an alumni engagement strategy
- Collaborates with the Adult Learners Program, Business and Workforce Services, and the Training Instructors
- Assists with required monthly, quarterly, and annual reports
- Writes up success stories about clients and obtain their feedback on JARC's services
- Complies with all funder requirements
- Contributes to JARC's continuous quality improvement efforts
- Contributes to JARC's warm and welcoming environment

- Performs other duties as assigned

Requirements/ Qualifications:

- Bachelor's Degree from a four year college or university preferred
- Strong written and verbal communication skills
- Intermediate level skills of Microsoft Office and Salesforce
- Working knowledge of the Chicagoland area manufacturing industry a plus
- Commitment to serving the needs of a hard-to-serve population
- Experience in workforce development and/ or nonprofit (particularly familiarity with the CWF model of bundled services and financial coaching) a plus.
- A problem solver and self-starter; a good team player; ability to multi-task while maintaining a good level of organization; attention to detail and time management.
- Professionalism, flexibility, good judgment and commitment to the team and vision and mission of the organization
- Successful candidate will have a coachable, trainable, open-minded attitude.
- Bilingual a plus.
- Flexible Schedule.

Terms/ Conditions:

- Full Time (**35 hours a week**)
- FLSA non-exempt
- Union (UAW-NOLSW 2320)
- Some evening hours required
- Criminal Background, FBI and other pre-employment verifications required
- Must provide proof of legal identity and U.S. employment eligibility
- This is a special project position funded by an annual grant, now in its fourth renewal year. If the grant is not renewed, this position ends August 31, 2024.

Compensation:

- \$21.43 per hour
- We offer a competitive benefits package, including Medical, Dental, Vision, 403B, Life, LTD Disability, Paid Holidays, and generous Paid Time Off

Submit cover letter and resume to hr@jane-addams.org. No phone calls please.

Please include the position title **Graduate Financial and Career Coach** within the subject line.

Inquiries without the title in the subject line are not able to be received.

Jane Addams Resource Corporation is an Equal Opportunity Employer

Minority/Female/LGBTQ/Gender Identity/Veteran/Returning Citizen/ Disabled

All Are Encouraged to Apply