

## **JOB DESCRIPTION**

**Job Title:** Senior Director of Manufacturing Operations

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

**Reports To:** Executive Vice President

**Supervises:** Directors of Business and Workforce Services and Manufacturing Skills Program; Metalworking Skills Instructor(s)

*The Jane Addams Resource Corporation (JARC) Baltimore promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development services to businesses to improve their competitiveness.*

JARC focuses on job training and workforce development. JARC's job training programs target skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist and welder. JARC provides bundled financial support services, such as income supports, financial coaching and employment services.

### **Essential Functions:**

#### Careers in Manufacturing Programs

- Supervise and develop Metalworking Skills Instructors
- Delegate instruction of the following subjects to appropriate faculty:
  - CNC
  - Welding
  - Brake Press
  - Manufacturing Bridge
  - Additional tutoring for trainees
- Provide technical support to instructors
- Implement a competency based learning strategy
- Develop leadership skills amongst trainees
- Operate programs on an open entry/open exit format; simulate real world work environment for trainees
- Design programs and write curricula

#### Manufacturing Skills Program

- Conduct outreach to companies for incumbent worker training
- Design, develop and implement incumbent worker training projects
- Teach the following subjects:
  - CNC milling and turning

- Welding
- Manufacturing Skills: shop math, print reading, metrology
- Safety
- Forklift
- Other topics requested by employer partners
- Supervise BWS and MSP Directors
- Lead Sales Team
- Ensure BWS team meets annual sales goals
- Ensure BWS team meets grants compliance requirements, when applicable

### Operations

- Manage the budget of training operations, submit purchase orders to and notify Executive Vice President with monthly budget updates
- Provide technical support for training center including equipment, IT and site maintenance
- Secure quotes and prepare PO materials, supplies and equipment for the training center
- Provide maintenance to training equipment as applicable
- Coordinate with Executive Vice President, Vice President of Operations and Program Director(s) as needed
- Other duties as assigned

### **Qualifications:**

- Minimum of 5 years of manufacturing experience
- Must have knowledge of shop safety and basic metalworking skills
- Must be fluent in shop math, print reading and metrology
- Minimum of 3 years of experience teaching or supervising manufacturing skills
- Must have expertise in competency based learning and the use of industry skill standards and certifications
- Must be able to design and write curriculum for advanced skills training in CNC and welding
- Must be able to train other teachers in the use of such curriculum and in project based learning
- Must be a team player, willing and able to train other teachers, work with employer partners and other training organizations
- Industry certifications (i.e. NIMS, AWS) are preferred

### **Terms/Conditions:**

- Full-time
- FLSA Exempt
- Management Position
- Criminal Background Checks Required
- FBI Background Check Required

**Minimum salary: \$55,000**

*Jane Addams Resource Corporation is an Equal Opportunity Employer.*