



JOB DESCRIPTION

Job Title: Director of Manufacturing Operations

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

Reports To: Site Director – JARC Baltimore

Supervises: (3) Technical Training Instructors (Mfg Skills, GMAW Welding, CNC Machinist) and (1) Job Developer.

The Jane Addams Resource Corporation – Baltimore (JARC – BLT) 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 bundled support services.

JARC's training programs target middle skills occupations and career paths in the manufacturing sector, such as CNC Machinist and GMAW 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 operate in JARC's training center in the Park Heights neighborhood in Baltimore.
- ***Business and Workforce Services (BWS)*** – Design and execute customized firm side training classes for JARC's industry partners and their incumbent workers. These classes are held at company sites or at JARC's training center in the Park Heights neighborhood in Baltimore.

The **Director of Manufacturing Operations** supports the *Careers in Manufacturing Programs* through leadership of the technical training faculty and management of the training center, including facility, equipment and purchasing.

The **Director of Manufacturing Operations** supports *Business and Workforce Services* by forging firm side partnerships and coordinating services to provide job placements and customized worker training classes.

Qualified candidates for this position have backgrounds with these elements:

- Strong backgrounds in manufacturing, including proficiency in CNC Technology
- Strong management and leadership skills
- Strong affinity for JARC mission

Details follow:

Essential Functions:

Careers in Manufacturing Programs - Provides job training and employment services to a variety of unemployed adult populations

- Ensures the execution of JARC's curricula, program design and safety protocols for the *Careers in Manufacturing Programs*, including the CNC, Welding and Fundamentals of Manufacturing Programs
- Supervise and develop all Instructors - Senior Instructors, CNC, Welding and Fundamentals as well as a Job Developer
- Delegate instruction of the following subjects to appropriate faculty:
 - CNC
 - Welding
 - Additional tutoring subjects for trainees
- Provide technical support to instructors
- Conduct outreach with companies to facilitate employer engagement and hiring of JARC graduates
- 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
- Interface with the Department of General Services to ensure building maintenance, security and safety

Business and Workforce Services – Designs and executes customized worker training classes for JARC's industry employer partners and their incumbent workers

- Oversee incumbent worker training program – secure contracts, hire contract instructors, provide instruction as needed
- Conduct outreach to companies for incumbent worker training
- Design, develop and implement incumbent worker training projects
- Teach or contract with subject matter experts to teach the following subjects:
 - CNC Milling and Turning: Operation, Set Up and Programming
 - Manufacturing Skills: Shop Math, Print Reading, Metrology
 - Workplace Safety, including OSHA 10 and OSHA Forklift (3 Yr License)
 - Other topics requested by employer partners

Operations

- Manage the budget of training operations, submit purchase requests to and notify Site Director 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
- Other duties as assigned

Team Functions:

- Participates on Management Team

- Contributes to agency's continuous quality improvement efforts
- Collaborate and cultivate strong working relationship with all JARC-Baltimore & JARC Chicago staff
- Ensures development opportunities and coaching to help team members develop professionally; includes completing performance evaluations according to review schedule
- Contributes to JARC's warm and welcoming environment
- Models safety on the shop floor

Qualifications:

- Minimum of 7-10 years of manufacturing experience
- Must be dedicated to JARC's mission of moving individuals and families out of poverty through a combination of skills training and support services
- Must have experience programming, setting up and operating Computer Numerical Control (CNC) machines
- Must have knowledge of shop safety and machine tools
- Must be fluent in shop math, print reading and metrology
- Minimum of 5 years of teaching (on-the-job teaching is accepted) or supervisory experience
- Ability to execute competency-based learning and the use of industry skill standards and certifications
- Must be able to train other teachers in the use of 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

Salary Range: \$65,000 - \$70,000

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

Jane Addams Resource Corporation-Baltimore is an Equal Opportunity

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