



## Jane Addams Resource Corporation Job Description

**Title:** Director of Business and Workforce Services

**Department:** Business and Workforce Services

**Program(s):** Business and Workforce Services, Careers in Manufacturing Programs

**Reports To:** Director of Manufacturing Operations

**Supervises:** Job Developer

*The Jane Addams Resource Corporation (JARC) 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.*

Jane Addams Resource Corporation (JARC) is a Center for Working Families that focuses on job training and workforce development. JARC's job training programs target strategic skills gaps in manufacturing, such as Computer Numerical Control (CNC) machinist and welder. JARC provides bundled financial support services such as income supports, financial counseling, and employment coaching.

JARC's Business and Workforce Services designs onsite customized training solutions for manufacturing and construction companies. The program meets employer need to help identify solutions to gaps in their workforce and structure valuable career pathways within.

### **Essential Functions: Job Development and Employer Engagement**

Develop and maintain ongoing partnerships with a variety of industry employers and representatives to promote job placement and employer engagement

- Utilize a wide variety of methods to network with employers, including employer visits, job fairs, cold calls, etc.
- Cultivate a network of firm side training for the Manufacturing, Construction and Offshore Wind Industries
- Market JARC's *Careers in Manufacturing Programs* and *Business and Workforce Services* to employer partners
- Lead employer outreach efforts and convey employer needs to JARC staff
- Develop and execute formal employer engagement strategy
- Supervise Job Developer(s) to ensure appropriate placement strategy and metrics for trainees
- Assist in the marketing, design, and execution, and invoicing of incumbent worker training programs

- Collects, documents and tracks data on program outputs and outcomes
- Stay apprised of external programs that provide incentives to businesses to hire JARC candidates and other programs that may assist JARC's clientele
- Salesforce experience preferred
- Collect employment verification and incumbent worker training documentation required by funders
- Assist program staff to write success stories for clients and employers and obtain feedback on JARC's services
- Collect data from employers related to job orders including employment verification; prepare forms and reports related to job placement activities
- Refer clients to job leads and other resources for employment
- Other duties as assigned

**Team Functions:**

- Work with Training Services Team to assess trainees for specific opportunities in the manufacturing industry and develop individual employment strategies
- Support continuous program improvement by working closely with the training and employment services team to identify and implement best practices to ensure quality services.
- Assist in preparation of program updates and program reporting
- Collaborates with all JARC departments including Career In Manufacturing, Business and Workforce Services, Financial Opportunities Center
- Contributes to JARC's warm and welcoming environment

**Qualifications:**

- A minimum of a Bachelor's Degree and a minimum of two years of related experience
- Solid working knowledge of Microsoft Office and database applications
- Excellent interpersonal, organizational, verbal and written communication skills
- Manufacturing knowledge or experience preferred
- Bilingual a plus

**Terms/ Conditions:**

- Full-time
- FLSA Exempt
- Management
- Salary: \$ 55,000 – 65,000 depending on experience
- Benefits include: Medical, Dental, Life, L-T Disability, Paid Holidays, and Paid Time Off

**To Apply:**

E-mail resume and cover letter to: [hr@jane-addams.org](mailto:hr@jane-addams.org)

**Please include "Director of Business Services" within the subject line. Inquiries without this in the subject line will not be reviewed or considered.**

No phone calls please.

*JARC is an Equal Opportunity Employer  
Minority/Female/LGBTQ+/ Gender Identity/Veteran/Returning Citizen/Disabled*