



Jane Addams Resource Corporation- Baltimore Job Description

Title: Program Coordinator– Baltimore

Department: Jane Addams Resource Corporation- Baltimore

Program: Careers in Manufacturing Programs

Reports To: Program Manager – Baltimore

The Jane Addams Resource Corporation- Baltimore (JARC-Baltimore) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC-Baltimore helps low-income workers, job seekers and community residents attain financial self- sufficiency through skills training and support services. JARC Baltimore’s job training programs target strategic skills gaps in the manufacturing and construction sectors, such as Computer Numerical Control (CNC) machinist and welder. JARC Baltimore provides bundled financial support services, such as income supports, financial coaching and employment services.

Essential Duties and Responsibilities include but are not limited to the following:

- Attend various job and resource fairs to recruit program participants and to market JARC’s programs
- Conduct on-site and off-site orientations, assessments, interviews and onboarding to assess for program eligibility and to enroll participants into JARC’s programs
- Input and maintain data in Salesforce and other data management systems with accuracy
- Ensure program participants receive supportive services, not limited to transportation fare cards, by ordering, managing and distributing with accuracy and proper documentation
- Manage and implement comprehensive filing systems
- Monitor participants’ performance and report issues to the Program Manager
- Identify participants for various funding streams and prepare required paperwork for application and documentation
- Identify participants’ needs and refer to appropriate staff and external partnerships for additional services
- Comply with all government and foundation funder requirements, to include Maryland Higher Education Commission
- Work with confidential information and show discretion
- Model appropriate workplace behavior for trainees
- Other duties as assigned

Team Functions:

- Serve as a member of JARC Baltimore's Employment Services team
- Coordinate the recruitment and screening of applicants for JARC's program
- Work as a team to enroll, track and exit participants' data utilizing internal and external databases
- Collaborate with team to audit data and prepare funder reports
- Assist with the collection of program updates for reporting purposes
- Attend scheduled team meetings and other unscheduled meetings as necessary
- Contributes to JARC's continuous quality improvement efforts by identifying and implementing best practices, to include social inclusion lens, racial and gender equity
- Contributes to JARC's warm and welcoming environment

Qualifications:

- 5 years of related professional experience or Bachelor's Degree in related field desired
- Strong customer service and presentation skills
- Solid working knowledge of Microsoft Office and database applications
- Experience in data management strongly desired
- Flexibility, attention to detail and commitment to teamwork
- Strong interpersonal, organizational, verbal and written communication skills
- Willingness to embody JARC Baltimore's value of establishing a warm, welcoming environment

Terms/Conditions:

- Full-time (35 hour week)
- FLSA Non Exempt
- Employment verification and Criminal Background checks to verify work history and no job related convictions.
- Competitive benefit package including PTO, Medical, Dental, 403b, Life Insurance, LTD
- Must provide proof of legal identity and U.S. employment eligibility

Wage: \$19.00-\$23.00 per hour

To Apply: E-mail resume, cover letter, and references, to: hr@jane-addams.org

**Please include the position title (Program Coordinator- Baltimore) within the subject line.
Inquires without the title in the subject line will not be reviewed or considered.**

No phone calls please. Thank you!

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer
Minority/Female/Veteran/Returning Citizen/Disabled/LGBTQ are encouraged to apply*