



## **JOB ANNOUNCEMENT**

**Title:** Adult Learners Program and Services (ALPS) Specialist

**Department:** Careers in Manufacturing Programs (CMP)

**Program(s):** ALPS and CMP

**Reports To:** Director of Training Services- CMP

**Location:** JARC Ravenswood (4432 N Ravenswood Ave, Chicago, IL 60640), & JARC Austin (231 N. Pine Ave., Chicago IL 60644)

*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 Adult Learners Programs and Services (ALPS) offers one-on-one and small group tutoring in reading, math, English as a Second Language (ESL), GED preparation, and computer classes.*

### **Essential ALPS Duties and Functions:**

- Assist in coordination and facilitation of all ALPS tutoring sessions including being present during Tuesday and Thursday evening sessions
- Facilitate off-site tutoring sessions, as needed
- Schedule and conduct intake with new learners and tutors
- Maintain records in Salesforce, DAISi, Excel, and other data systems as needed; update client files accordingly
- Administer and track standardized tests to assess learners' educational levels; post-test all active learners no less than once every five months
- Recruit and retain approximately 60 volunteer tutors annually
  - Schedule and register new tutors for Literacy Works' 12-hour trainings
  - Ensure and document tutors' completion of mandatory training hours
  - Advertise supplemental trainings to current tutors
  - Provide support and guidance to tutors during tutoring sessions
  - Expand ALPS programming in Austin by working with community organizations and literacy partners to recruit tutors and learners
- Prepare student lesson plans in line with their personal goals. Update as needed.
- Schedule workshops to adult learners on relevant topics

- Promote and track learner utilization of library services, and plan at least one library visit annually
- Assist in the planning and execution of at least one celebration event for learners annually, and at least one appreciation event for tutors annually
- Assist ALPS learners in connecting with internal and external referral resources (e.g. workforce providers, financial planning, income supports), through collaboration with other JARC staff

**Essential CMP Duties and Functions:**

- Teach digital literacy skills to CMP trainees in weekly workshops
  - Develop digital literacy curriculum, in collaboration with AmeriCorps Digital Literacy Instructor, Employment Coach, and Financial Coach, that integrates work readiness and financial capabilities skills
  - Evaluate and track trainees' skills gains in digital literacy
  - Provide one-on-one digital literacy instruction to CMP trainees who need additional instruction

**Team Functions:**

- Participate on the North Side Literacy Coalition, Chicago Citywide Literacy Coalition, and Area Planning Committee
- Market ALPS and other JARC programs through contacts with other agencies, advertisements, and informational events
- Communicate, collaborate, and meet regularly with CMP coordinators, instructors, Employment Services staff, and FOC staff on the status of clients
- Assist in preparation of program updates and program reporting
- Write success stories about clients and obtain their feedback on JARC's services
- Comply with all funder requirements
- Other duties as assigned

**Requirements/ Qualifications:**

- Solid working knowledge of Microsoft Office required
- A minimum of a Bachelor's Degree in Education or a related field preferred
- A minimum of one year of related experience preferred
- Excellent interpersonal, organizational, and communication skills preferred
- Teaching experience a plus
- Bilingual a plus
- Manufacturing experience or knowledge a plus

**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

**Compensation:**

- \$18.98 per hour
- Competitive benefits package

**Submit cover letter and resume to [hr@jane-addams.org](mailto:hr@jane-addams.org). No phone calls please. Please include the position title ALPS Specialist within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.**

*JARC is an Equal Opportunity Employer: Minority/Female/Veteran/Disabled*