



Job Description: **Program Assistant**  
Department: Career Pathway Services  
Reports to: Director of Career Pathway Services  
Date Revised: October, 2022

## OUR VISION

Communities experience a tangible expansion and visible expression of racially equitable practices, and the economic and social inclusion of traditionally marginalized populations in local wealth creation and sustainable development.

## Our Background

Manufacturing Renaissance has been working to advance inclusive sustainable development anchored in manufacturing for over 40 years. As an organization, we believe that an inclusive manufacturing ecosystem is fundamental to advancing systemic solutions that are transformative for individuals, families and our communities. We have worked with a variety of stakeholders to design, test and amplify solutions we believe are transformational for our communities.

Our Career Pathway Services team was born out of our collaboration with Chicago Public schools to bring accessible, industry relevant vocational training to West Chicago. Now, the team runs two youth workforce development programs: Manufacturing Connect for in school youth, and Young Manufacturers Association for out of school youth.

## ROLE OVERVIEW

This Program Assistant (PA) supports the operational success of the Career Pathways Team. Under supervision of the Director of Career Pathways Services, the PA assists with administrative, clerical, and resource management projects to ensure the success of the Career Pathway Service programming. Primary duties include data entry, supporting program recruitment efforts, engaging potential participants to support their timely submission of enrollment documents, attending programming events/class as assigned and providing technical assistance, collecting and processing participant timesheets, managing program material inventory, and conducting research for new material procurement. When engaging with program stakeholders such as youth, parents, school staff, and other services providers, PA's are expected to uphold organizational values and operate with high levels of integrity and attention to detail.

The PA is the ultimate team-player, managing duties as assigned. *\*To perform their essential job duties, coordinators must have consistent access to a vehicle.\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Operational Support

- Ensure in-person and online events are impeccably organized to create a context of workability and efficiency. This applies to physical spaces and remote settings.
- Ensure the Career Pathways staff have a clean and orderly office space and functioning office equipment by either performing related maintenance tasks or coordinating them to be done by others, as budgets allow.
- Track departmental inventory, anticipate programmatic material needs and facilitating orders to keep items stocked and available for timely use.
- Arrange transportation for participants and activities, ensuring a seamless experience for all



stakeholders

#### Administrative Duties

- Manage participant timesheets, creating documents to be signed off by relevant parties and submitting them to finance
- Complete data entry as assigned, including entering information collected during information sessions
- Document case notes for recruitment or support services directly provided to participants

#### Stakeholder Engagement

- Provide outreach support for program recruitment, including representing the organization at information tables or outreach events
- Assist with collection of enrollment documentation from partners, parents, and students

#### **POSITION RESULTS: The position is performed successfully when the following results or outcomes are achieved**

1. Tasks assigned are anticipated and met in a timely and effective manner such that program activities are high quality experiences for participants.
2. Documentation of services provided to participants and management of program data is completed within program and funder deadlines.
3. Work with management to ensure that program office is organized and that staff & program participants have necessary supplies

#### **QUALIFICATIONS**

- Education: Bachelor's or Associates degree preferred but not required depending on skills and experience;
- Experience:
  - Prior experience working with African-American and Latino, low-income communities
- Transportation: Must have a car
  - Residence: Due to frequent need to travel, preference for residents of the west, southwest, or south side of Chicago
  - Background:
    - Must be able to pass background checks to be in compliance with Chicago Public Schools policy
    - Must be willing to be trained and fully comply with Illinois Mandated Report laws

#### **SKILLS**

Successful Program Assistants can demonstrate that they possess or are actively working towards the following skill sets:

- Youth Engagement
  - Possess and exemplify strong relatability, interest and commitment to work with youth and young adults of color from predominately low-income communities
- Cultural Competency
  - Comfortable communicating and building relationships with youth and parents in under resourced communities



- Value and respect the culture of participants and colleagues, and work to create inclusive spaces
- Teamwork
  - Can maintain positive relationship when working collaboratively to accomplish a goal
- Problem Solving
  - Pro-active- anticipating issues and working to avoid pitfalls
- Computer/internet literacy skills:
  - Proficient in using all Microsoft Office applications and web applications associated with Google, Share Point and open to learning new applications.
- Exceptional Professionalism
  - Ownership of work and results: can complete tasks independently and request support as appropriate, reflective of own performance when addressing mistakes, committed to continuous improvement
  - Integrity: follows through on commitments, accountable when commitments are not realized
  - Time Management: prioritizes work appropriately in order to meet deadlines, and reliably on time for meetings with participants and colleagues
  - Organization and Attention to Detail has a reliable system for being reliable, pays attention to the finer points that make the difference