



Job Description: **Program & Media Assistant**
Department: Career Pathway Services
Reports to: Director of Career Pathway Services
Office: 5250 W Chicago Ave, Chicago, IL 60651, hybrid work
Type: Full-time (Salary \$40,000 plus 85% health care premiums, 401k), part-time options possible
Date Revised: January 2023

ORGANIZATION OVERVIEW:

Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR's mission is to advance inclusive sustainable development anchored in manufacturing. 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 & Media Assistant (PA) supports operational success and amplifies the public's awareness of Career Pathways Team programming. 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, taking photos of programming and creating promotional materials, supporting program recruitment efforts, engaging potential participants to support their timely submission of enrollment documents, providing technical assistance to programming events/class, collecting and processing participant timesheets, managing program material inventory, and conducting research for new material procurement. 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

1. Operational Support:
 - a. Graphic Design: create engaging flyers and social media posts to promote initiatives.
 - b. 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.
 - c. 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.
 - d. Track departmental inventory, anticipate programmatic material needs and facilitating orders to keep items stocked and available for timely use.
 - e. Arrange transportation for participants and activities, ensuring a seamless experience for all stakeholders.
2. Administrative Support:
 - a. Complete data entry as assigned, including entering information collected during information



- sessions.
 - b. Document case notes for recruitment or support services directly provided to participants.
3. Stakeholder Engagement:
- a. Conduct intakes for participant program enrollment and assist with collection of enrollment documentation from partners, parents, and students.
 - b. Provide outreach support for program recruitment, including representing the organization at information tables or outreach events.

QUALITIFICATIONS:

1. Desired Experience:
 - a. Social Media management: experience managing and creating engaging social media posts.
 - b. Graphic design: Can use provided text to create flyers and posts that are visually appealing and professional.
 - c. Computer literacy: Proficient in using all Microsoft Office applications and web applications associated with Google and open to learning new applications.
 - d. Data Entry: experience managing and formatting spreadsheets, inputting data consistently.
 - e. Operational Support for educational or office spaces
 - f. Youth Engagement: Possess and exemplify strong relatability, interest and commitment to work with youth and young adults of color from predominately low-income communities.
 - g. 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
 - h. Teamwork: Can maintain positive relationship when working collaboratively to accomplish a goal with excellent communication and interpersonal skills.
 - i. Problem solving: Pro-active- anticipating issues and working to avoid pitfalls
 - j. Exceptional professionalism: can complete tasks independently, request support as needed, reflective of performance, follows-through on commitments, punctual, pay attention to details.
2. Transportation: Must have a car or easy access to a car
3. Residence: Due to frequent need to travel, preference for residents of the west, southwest, or south side of Chicago
4. Background:
 - a. Must be able to pass background checks to be in compliance with Chicago Public Schools policy
5. Must be willing to be trained and fully comply with Illinois Mandated Report laws

EDUCATION AND/OR EXPERIENCE:

1. Associates or bachelor's degree preferred but not required.