



Job Description: **Program Coordinator**  
Department: Career Pathways Services  
Reports to: Director of Career Pathways Services  
Date Revised: October 2023  
Starting Salary Range: \$45,000-\$55,000  
Office: 3411 W. Diversey Ave., Chicago, IL 60647 and 5250 W. Chicago Ave., Chicago, IL 60651 (hybrid-work schedule, minimum three days in-person)  
Classification: Full-time, exempt, permanent position  
Benefits: MR currently pays for 85% of the premiums for company provided health insurance, and 70% for added premiums of family members; Dental; Life/disability insurance; 401(k)

## ROLE OVERVIEW

The Program Coordinator is the career coach and primary case manager for approximately 30-40 youth participating in Manufacturing Renaissance workforce development programs. The Program Coordinator supports participants in accessing meaningful employment by building buy-in and reducing barriers to their full engagement in Manufacturing Renaissance programming. Program Coordinators hold together the youth experience from enrollment in our programs to placement in a job. Coordinators also provide follow-up support for a year after participants complete their initial training to ensure their successful transition into a sustainable career. Program Coordinators ensure program deliverables are met by building deep relationships with participants, collaborating with the Career Pathway Services team, maintaining attention to detail, proactively communicating with stakeholders, and operating with integrity. *\*To perform their essential job duties, coordinators must have consistent access to a vehicle.\**

## OUR VISION

Where Manufacturing Renaissance has influence and impact, 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.



## Principal activities of a Program Coordinator:

- Host weekly Group Work Readiness Trainings to several cohorts of participants
- Provide bi-weekly one-on-one career coaching sessions based on an individualized career service plan co-created with the participant
- Anticipate, investigate, and address barriers to youth engagement in programming and work experiences
- Document case notes weekly and submit implementation reports as needed, adhering to high standards of workforce case management and funder expectations
- Engage proactively in recruitment campaigns such as hosting Program Information Sessions, Manufacturing Career Exposure Field Trips, and interviewing prospective participants to determine fit
- Support participant engagement in technical training curriculum facilitated by the Technical Instructor
- Collaborate with the Industry Coordinator to plan, implement, and document field trips, paid work experiences, and work placements
- Collaborate with other Program Coordinators to host monthly gatherings for program alumni
- Constructively participate in collaborative departmental meetings to ensure success for all youth in Manufacturing Renaissance Programs

## Accountabilities

The Program Coordinator strives towards supporting youth to successfully complete their program as a means of accessing meaningful employment. Their goals for each participant are to:

- Develop relevant and actionable career plans & training materials
- Provide consistent and inspired career coaching that forwards that career plan
- Develop participant awareness of career pathways in manufacturing, and an ability to convey that to others
- Maintain integrity in program enrollment, onboarding, and case file upkeep
- Support the attainment of the Materials, Measurement and Safety Credential from the National Institute for Metalworking Skills (NIMS)
- Support placement in gainful employment and/or progressive education opportunity, and 6 months+ of persistence
- Remain connected via the YMA alumni events

## QUALIFICATIONS

- Education: Bachelors degree in youth development, social work, or related field
- Experience:
  - Required:
    - 2 years of working with youth in a development capacity
    - 1 year career coaching & year case management
  - Preferred:
    - Case Management & documenting for a Federal (WIOA) or state (JTED) workforce development program



- 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 Coordinators 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 in a variety of cultural contexts and with a diversity of stakeholders, including but not limited to
    - Youth and parents in under resourced communities
    - School leadership and teachers in urban high schools
    - Peers in Neighborhood Community Organizations
    - Supervisors and business owners in the manufacturing sector
  - 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
- Self-Aware Learner: Reliable for taking action to understand new material and processes; making use of information made available, asking questions as needed, and dedicating time to learn independently
- Adaptability, comfort with ambiguity: adapt quickly to challenges and changing environments
- 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
  - Integrity: follows through on commitments, accountable when commitments are not realized
  - Communication: considers audience when crafting a message, can utilize correct grammar in written and verbal communications



- 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
- Presentation: uses work attire and physical presence to communicate credibility and confidence
- Committed to Improvement seeks out professional development opportunities to improve their proactive