



# GROWING HOME

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## Employment Training Operations Associate

Growing Home, a job training program for individuals with employment barriers, has been working in Englewood for the past decade. The Employment Training department at Growing Home is looking for a dynamic Employment Training Operations Associate to add to our team. We are seeking candidates who are detail oriented, have exceptional organizational skills, and thrive working in a supportive role.

Top candidates will be energetic, committed to individual and social change, and willing to assist in all aspects of our training program. The Employment Training Operations Associate will have experience in grant reporting, maintenance of accurate recordkeeping - including electronic databases, provision of support to program staff, and sensitivity in working with diverse populations. The Employment Training Operations Associate will primarily be tasked with assisting the Director of Employment Training with oversight of the day-to-day operations of the Employment Training team, including compliance with all department goals, and obligations to external funders.

The Employment Training Operations Associate works Monday through Friday at the Wood Street Urban Farm, 5814 S. Wood Street, and is supervised by the Director of Employment Training. Primary work hours will be between 8:00 am and 4:00 pm. For special events or at particularly busy times per year, the Employment Training Operations Associate may be required to work weekend or evening hours.

To apply, submit an application to [jobs@growinghomeinc.org](mailto:jobs@growinghomeinc.org). Your application must consist of a cover letter, resume, and two professional references. The subject line of your application email should be "Employment Training Operations Associate." Applications must be received as a single PDF document. Applications will be accepted until the position is filled, with interviews on a rolling basis. Emails only - calls, in-person visits, and postal mail will not be accepted. Incomplete applications or applications that do not comply with the outlined application procedure will not receive a response with submission.

### Primary Position Responsibilities

- Oversee the day-to-day operations of the employment training program:
  - Oversee supplies inventory and supplies budget
  - Ensure equipment, technological, and infrastructure needs are met:
    - Building, classroom, and office clean up as needed; facilitate technology updates; supplies and materials ordering
  - Manage all incoming telephone calls to the farm's direct line
- Responsible for the timely and accurate provision of reports and information for external grantors
- Act as a co-liaison with government funders
- Provide relevant data and information for reporting purposes, maintain clear data for data analysis

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- As needed, write reports, case studies, and assessments for grant reports and applications
- Maintain accurate record keeping and scheduling
- Plan and facilitate recruitment, interview, and intake schedule for ET staff, including reservation coordination for interested applicants
  - Maintain the Employment Training recruitment telephone lines and email
- Assist in development, coordination, and maintenance of program calendar
- Assist in coordination of Employment Training events
- As needed, support program participants by assisting in classroom facilitation, resume creation, and individual job search

#### Qualifications

- Exceptional organizational and time management skills; ability to work independently and exercise sound judgment in decision-making
- Professional computer competency, including but not limited to, the use of Microsoft Office and Google suite; strong preference for individuals with experience using database programs – Salesforce experience a plus
- Outstanding written and verbal communication skills; ability to engage, inspire, and influence a wide variety of stakeholders
- Knowledge of local and state government funding, and associated reporting requirements, is preferred, but not required
- Alignment with Growing Home’s mission and core values
- Bachelor’s degree; OR at least three years of relevant work experience

Some travel for meetings will be required. Must have an aptitude and willingness to navigate public transportation throughout the greater Chicago-area, or a valid driver’s license.

This is a full-time exempt position with a salary range of \$40,000 to \$45,000 depending on prior experience. In addition to base wage, Growing Home offers a competitive benefits package.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.