



CONCORD CAREER CENTER August 2018

Computers, Fax & Copiers Available till 4:45pm
HOURS Monday-Friday 8:30 AM – 5:00 PM
4071 Port Chicago Hwy., Suite 250
Concord, CA 94520
(925) 671-4500
Register at: www.caljobs.ca.gov
Visit our Website: www.eastbayworks.com

NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!
Wednesday, Aug. 15th, 2018, at 1:30 pm

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

DAILY TOURS at 10:00 am & 1:00 pm

Orientación en Español cada Miercoles a las 11:00 am

Youth Tours: Wednesdays at 3:30 pm

- Career Assessments ♦ Skill assessments ♦ Typing tests
- Experience Unlimited (EDD-sponsored networking group)

TECH TOOLS

Basic Internet

Thursday, Aug. 23rd ~ 10:30 am-11:30 am

Email for Job Search

Friday, Aug. 17th ~ 9:00 am-10:00 am

Introductory Excel

Friday, Aug. 17th ~ 1:30 pm-4:30 pm

MS Word Basics

Tuesday, Aug. 14th ~ 9:00 am-10:00 am

JOB SEARCH BASICS

Electronic Job Applications

Monday, Aug. 13th ~ 2:00 pm-3:00 pm

Interviewing Techniques

Thursday, Aug. 16th ~ 11:30 am-1:00 pm

Job Search Strategies

Thursday, Aug. 9th ~ 3:30 pm-4:30 pm

Wednesday, Aug. 15th ~ 10:00 am-11:00 am

Networking Skills

Tuesday, Aug. 14th ~ 3:00 pm-4:00 pm

Thursday, Aug. 23rd ~ 3:00 pm-4:00 pm

Résumé Basics

Tuesday, Aug. 14th ~ 10:00 am-11:00 am

Did you know that the Small Business Development Center is now at our location? Please visit: www.contracostasbdc.org or call 925-671-4570 for more information

BEYOND THE BASICS

Applying For Government Jobs

Monday, Aug. 6th ~ 2:00 pm-3:00 pm

Friday, Aug. 24th ~ 2:00 pm-3:00 pm

California Training Benefits (CTB)

Wednesday, Aug. 15th ~ 2:30 pm-3:30 pm

Customer Service Training

Mon., Aug. 20th - Fri. Aug. 24th ~ 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, Aug. 28th ~ 2:00 pm - 3:00 pm

Job Corps Informational

Tuesday, Aug. 7th & 14th ~ 10:00 am-12:00 pm

Dept. of Rehabilitation Presentation

Thursday, Aug. 23rd ~ 10:00 am-11:00 am

Dept. of Rehabilitation by Appointment

Please sign up for an appointment at the Front Desk

Medi-Cal & Covered California by Appointment

Please sign up for an appointment at the Front Desk

CalFresh by Appointment

Please sign up for an appointment at the Front Desk

Career Coaching by Appointment

Please sign up for an appointment at the Front Desk

Résumé Review by Appointment

Please sign up for an appointment at the Front Desk

ASSESSMENT CENTER

Jackson Vocational Interest Survey (JVIS) - Turn your interests into a satisfying career with this education and career planning tool.

Dates Scheduled: Thurs., Aug. 2nd from 1:00 pm-3:00 pm; Tues., Aug. 21st from 12:00 pm-2:00 pm; Fri., Aug. 31st from 2:00 pm-4:00 pm

Metrix Online Training (Registration Required)

Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials. Orientation available by appointment only.

Typing Tests – Please call the Front Desk for additional information and to schedule your appointment. No-cost certificate verifies speed and accuracy.

ON SITE RECRUITMENT Express Employment Professionals

Aug 17, 9:30 am-1:30 pm

expresspros.com

DRESS FOR SUCCESS!



SMALL
BUSINESS
DEVELOPMENT
CENTER
CONTRA COSTA

www.contracostasbdc.org

Career Center ~ Activity Information

Concord Center is open 8:30 am–5:00 pm, Monday through Friday. For specific assessment and workshop dates and times, see center calendars. Assistive software/devices are available:

HOVRS (Home Observation Visiting Rating Scales), **WYNN** (Software assistance with reading and writing) **TTY/TDD** (Communication software/device to assist deaf and hard of hearing), **JAWS** (Job Access With Speech), **Dragon** (Speech recognition software)

Basic workshops offered:

<p>Career Center Services: Overview of all programs and services. Interviewing Success: Face-to-face and phone interviews covered. Jackson Vocational Interest Survey (JVIS): Turn your interests into a satisfying career with this education and career planning tool. Metrix Online Training: Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.</p>	<p>On-Site Recruitment Events: Meet with employers, ask questions, and maybe get a job offer. Be sure to apply online ahead of time. Résumé Review: Get expert critique! Bring hard and electronic copy. Résumé Writing Basics: Résumé "Do's and Don'ts" every jobseeker should know. Learn how to tailor your résumé for different jobs. Typing Evaluations: No-cost certificate verifies speed and accuracy.</p>
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Specialty workshops offered:

<p>Career Training That Leads to Jobs: Learn about in-demand skills, hot industries and how to advance throughout your career. Customer Service: Learn the keys to excellent customer service and then become certified by the National Retail Federation (NRF) by taking a test. One-week course offered several times a quarter. Applying for Government Jobs: Considering public service? Overview of hiring process in federal, state, county or city government. Basic Internet: Intro to online job search, email and electronic applications. No email? No problem! You'll set one up in this class. Basic MS Word: Learn to create, edit, save and print documents. California Training Benefit (CTB): Do you qualify to continue your UI benefits while you're training for your next job? Come find out. CalJOBS: Post resumes and manage your job search all in one place. Department of Rehab Presentation: Services and eligibility. Free Tax Preparation: Free, low-income Fed/State tax prep service. Electronic Job Application: Put your best foot forward in electronic job applications (kiosk and websites). Survey of social media.</p>	<p>E-mail for Job Search: Learn the basics of how email operates, how to set up an account, send emails and attach documents. Introductory Excel: Learn to create, edit, save and print documents. Job Search Strategies: Get organized and get employed. Labor Market Information: Learn about industry and hiring trends. Mavis Beacon Typing Course: Fun self-paced program. All levels. MS Word for Job Search: Move beyond the basics. O-Net Interest profiler from MyNextMove: Find out how your interests relate to the world of work. Learn what careers to explore. WinWay Résumé: Use this wizard-driven program to create a simple résumé. Software is on all resource room computers. YEOP (Youth Employment Opportunity Program): Are you 15-25 years old? Get help achieving your education and career goals through assessment and peer advising. Youth Education & Job Search: This YEOP workshop will give you the tools you need to set goals and get started on your action plan.</p>
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Here are some of the Partner agencies in America's Job Center you will find:

- CCC Office of Education
- Adult Schools
(Pittsburg/Liberty/Mt. Diablo/Martinez)
- Department of Rehabilitation
- Contra Costa Community College District
- Armed Forces Services Corporation
- Job Corps
- Shelter Inc.
- CalWORKs
(TANF)
- Employment Development Department
- Bay Area Community Resources (*serves youth*)
- Senior Community Service Employment Program
- Community Housing Development Center
- Deaf Counseling Advocacy and Referral Agency
- Small Business Development Center