



CONCORD CAREER CENTER

April 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, April 18th 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, April 26th ~ 10:30 am-11:30 am

Email for Job Search

Friday, April 20th ~ 9:00 am-10:00 am

Introductory Excel

Friday, April 27th ~ 1:30 pm-4:30 pm

MS Word Basics

Tuesday, April 10th ~ 9:00 am-10:00 am

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

Dept. of Rehabilitation 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

JOB SEARCH BASICS

Electronic Job Applications

Wednesday, April 4th ~ 9:00 am-10:00 am

Interviewing Techniques

Thursday, April 19th ~ 11:30 am-1:00 pm

Job Search Strategies

Monday, April 16th ~ 1:30 pm-2:30 pm

Wednesday, April 25th ~ 3:30 pm-4:30 pm

Networking Skills

Tuesday, April 10th ~ 3:00 pm-4:00 pm

Thursday, April 26th ~ 3:00 pm-4:00 pm

Résumé Basics

Wednesday, April 11th ~ 2:00 pm-3:00 pm

WinWay Résumé

Wednesday, April 18th ~ 2:00 pm-3:00 pm

Career Club

Tues., Apr. 3rd, 10th, 17th, 24th ~ 11:00am-12:00pm

ALL Center Services REQUIRE
CalJOBS registration!

BEYOND THE BASICS

Applying For Government Jobs

Monday, April 9th ~ 2:00 pm-3:00 pm

Friday, April 20th ~ 2:00 pm-3:00 pm

California Training Benefits (CTB)

Wednesday, April 18th ~ 2:30 pm-3:30 pm

Customer Service Training

Mon.-Fri., Apr. 23rd - 27th ~ 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, April 24th ~ 2:00 pm - 3:00 pm

Career Training that Leads to Jobs

Thursday, April 19th ~ 10:00 am-11:00 am

Job Corps Informational

Tuesday, April 3rd & 10th ~ 10:00 am-12:00 pm

Youth Employment Program

Friday, April 20th ~ 1:00 pm-2:00 pm

Dept. of Rehabilitation Presentation

Thursday, April 26th ~ 10:00 am-11:00 am

ASSESSMENT CENTER

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

Dates Scheduled: Tue., Apr. 3rd from 12:00 pm-2:00 pm; Tue., Apr. 10th from 12:00 pm-2:00 pm

Metrix Online Training (Pre-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 ♦



Wednesday, April 4th

10:00 am – 12:00 pm

**Hiring! Caregivers, HHA and
Personal Attendants**

Hourly rates \$12.50-\$16.50

Seating is Limited ~ Please call 925-552-6500 to register
~ Dress Professionally ~ Bring Résumé and right to
work documents (CDL and SS)