



CONCORD CAREER CENTER February 2018

CLOSED February 19
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, February 21st 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, February 22nd ~ 10:30 am-11:30 am

Email for Job Search

Friday, February 16th ~ 9:00 am-10:00 am

Introductory Excel

Friday, February 16th ~ 1:30 pm-4:30 pm

MS Word Basics

Tuesday, February 13th ~ 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

ALL Center Services REQUIRE

CalJOBS registration!

JOB SEARCH BASICS

Electronic Job Applications

Wednesday, February 21st ~ 1:00 pm-2:00 pm

Interviewing Techniques

Thursday, February 15th ~ 11:30 am-1:00 pm

Job Search Strategies

Wednesday, February 7th ~ 10:00 am-11:00 am

Wednesday, February 14th ~ 3:30 pm-4:30 pm

Networking Skills

Tuesday, February 13th ~ 3:00 pm-4:00 pm

Thursday, February 22nd ~ 3:00 pm-4:00 pm

Résumé Basics

Tuesday, February 6th ~ 10:00 am-11:00 am

WinWay Résumé

Wednesday, February 21st ~ 2:00 pm-3:00 pm

NEW! Career Club

Tues., Feb. 6th, 13th, 20th, 27th ~ 11:00am-12:00pm

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

BEYOND THE BASICS

Applying For Government Jobs

Monday, February 12th ~ 2:00 pm-3:00 pm

Friday, February 23rd ~ 9:00 am-10:00 am

California Training Benefits (CTB)

Wednesday, February 21st ~ 2:30 pm-3:30 pm

Customer Service Training

Mon.-Fri., Feb. 26th – Mar. 2nd ~ 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, February 27th ~ 2:00 pm – 3:00 pm

Career Training that Leads to Jobs

Thursday, February 22nd ~ 10:30 am-11:30 am

Job Corps Informational

Tuesday, February 6th & 13th ~ 10:00 am-12:00 pm

Youth Education & Job Search

Friday, February 9th ~ 1:00 pm-2:00 pm

Youth Employment Program

Friday, February 16th ~ 1:00 pm-2:00 pm

Dept. of Rehabilitation Presentation

Thursday, February 22nd ~ 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., Feb. 6th from 12:00 pm-2:00 pm; Tue., Feb. 13th from 12:00 pm-2:00 pm

KeyTrain (Language, Math, Locating Info) – Assess your skills in math, reading and locating information.

Dates Scheduled: Wed., Feb. 14th from 1:30 pm-3:30 pm; Thurs., Feb. 22nd from 12:00 pm-2:00 pm;
Wed. Feb. 28th from 2:00 pm-4:00 pm

Metrix Online Training (Pre-registration Required) – Self-paced training (5,000 courses) in 10 different career pathways. Earn industry-recognized credentials.

Dates Scheduled: Wed. Feb. 7th from 11:00 am-12:00 pm; Wed., Feb. 28th from 11:00 am-12:00 pm

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

NEED HELP WITH FOOD?

You may be eligible for



The **of Contra Costa & Solano** will be at this location to help you enroll on

February 1st and 15th

For questions, please call

(925) 849-8343