



CONCORD CAREER CENTER

March 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, March 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, March 22nd ~ 10:30 am-11:30 am

Email for Job Search

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

Introductory Excel

Friday, March 30th ~ 1:30 pm-4:30 pm

MS Word Basics

Tuesday, March 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

Tuesday, March 20th ~ 9:00 am-10:00 am

Interviewing Techniques

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

Job Search Strategies

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

Thursday, March 29th ~ 3:30 pm-4:30 pm

Networking Skills

Thursday, March 15th ~ 3:00 pm-4:00 pm

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

Résumé Basics

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

WinWay Résumé

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

NEW! Career Club

Tues., Mar. 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, March 12th ~ 2:00 pm-3:00 pm

Friday, March 23rd ~ 2:00 pm-3:00 pm

California Training Benefits (CTB)

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

Customer Service Training

Mon.-Fri., Mar. 19th - 23rd ~ 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, March 27th ~ 2:00 pm - 3:00 pm

Career Training that Leads to Jobs

Thursday, March 15th ~ 10:00 am-11:00 am

Job Corps Informational

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

Youth Education & Job Search

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

Youth Employment Program

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

Dept. of Rehabilitation Presentation

Thursday, March 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., Mar. 6th from 12:00 pm-2:00 pm; Tue., Mar. 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., Mar. 14th from 1:30 pm-3:30 pm; Thurs., Mar. 22nd from 2:00 pm-4:00 pm;

Wed. Mar. 28th from 9:00 am-11:00 am

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.

NEED HELP WITH FOOD?

You may be eligible for



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

March 1st and 15th

For questions, please call

(925) 849-8343