



CONCORD CAREER CENTER September 2017

Closed Labor Day, Monday, Sept. 4th
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, September 6th and 20th, 2017, 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 Miércoles 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

Monday, September 25th ~ 1:00 pm–2:00 pm

CalJOBS Virtual Recruiter **←NEW!**

Thursday, September 14th ~ 9:00 am–10:30 am
Thursday, September 21st ~ 9:00 am–10:30 am

CalJOBS Background Wizard **←NEW!**

Tuesday, September 19th ~ 9:00 am–10:30 am
Tuesday, September 26th ~ 9:00 am–10:30 am

Email for Job Search

Friday, September 15th ~ 1:00 pm–2:00 pm

Introductory Excel

Friday, September 29th ~ 1:30 pm–4:30 pm

MS Word Basics

Tuesday, September 5th ~ 9:00 am–10:30 am
Tuesday, September 12th ~ 9:00 am–10:30 am

CalFresh by Appointment **←NEW!**

Medi-Cal & Covered California by Appointment
Please sign up in binder at the Front Desk

JOB SEARCH BASICS

Electronic Job Applications

Friday, September 8th ~ 1:00 pm–2:00 pm

Interviewing Techniques

Thursday, September 21st ~ 11:30 am–1:00 pm

Job Search Strategies

Wednesday, September 6th ~ 10:00 am–11:00 am
Wednesday, September 20th ~ 3:00 pm–4:00 pm

Networking Skills

Tuesday, September 12th ~ 3:00 pm–4:00 pm
Thursday, September 28th ~ 3:00 pm–4:00 pm

Résumé Basics

Tuesday, September 5th ~ 1:00 pm–2:00 pm

WinWay Résumé

Friday, September 22nd ~ 1:00 pm–2:00 pm

Career Coaching by Appointment

Résumé Review by Appointment

Youth Coaching by Appointment

Dept. of Rehabilitation by Appointment

Please sign up in binder at the Front Desk for any one of these **individual consultations**

BEYOND THE BASICS

Applying For Government Jobs

Monday, September 11th ~ 2:00 pm–3:00 pm
Friday, September 29th ~ 2:00 pm–3:00 pm

California Training Benefits (CTB)

Wed., Sept. 6th & 20th ~ 2:30 pm–3:30 pm

Customer Service Training

(Pre-Registration Required - Call Front Desk)
Mon.–Fri., September 25th–29th ~ 9:00 am–12:00 pm

Labor Market Information (LMI)

Tuesday, September 26th ~ 2:00 pm – 3:00 pm

Career Training that Leads to Jobs

Thursday, September 21st ~ 10:00 am–11:00 am

Dept. of Rehabilitation Presentation

Thursday, September 28th ~ 10:00 am–11:00 am

Job Corps Informational

Tuesday, September 5th & 12th ~ 10:00 am–12:00 pm

Youth Education & Job Search

Friday, September 8th ~ 1:00 pm–2:00 pm

Youth Employment Program

Friday, September 15th ~ 1:00 pm–2:00 pm

ASSESSMENT CENTER

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

Dates Scheduled: Fri., Sept. 1st from 9:00 am–10:00 am; Mon., Sept. 18th from 1:00 pm–2:00 pm

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

Dates Scheduled: Thurs., Sept. 7th from 9:00 am–11:00 am; Wed., Sept. 13th from 9:00 am–11:00 am
Wed., Sept. 20th from 9:00 am–11:00 am; Mon. Sept. 25th 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.

Dates Scheduled: Wed. Sept. 6th from 11:00 am–12:00 pm; Wed., Sept. 27th from 11:00 am–12:00 pm

Typing Tests – Please call the Front Desk for additional information and to schedule your appointment.

NEED HELP WITH FOOD?

You may be eligible for



The **of Contra Costa & Solano** will be at

this location to help you enroll on
**Friday, September 15th at 10:00 am &
Tuesday, September 26th at 10:00 am**

For questions, please call

(925)849-8343