



CONCORD CAREER CENTER

March 2019

Revised 2/21/2019

Computers, Fax & Copiers Available till 4:45pm
OURS 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 WIOA Info Session

Wednesday, March 20, 2019 at 1:30 pm -2:30 pm

Recommended Workshops to take after the above workshop

CCWC Résumé Writing

CCWC Job Search in CalJOBS

Tuesday, March 26th, 2:00 pm-3:00 pm

Thursday, March 28th, 3:00 pm-5:00 pm

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

DAILY TOURS

Upon Request

Orientación en Español cada Miercoles a las 11:00 am

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

**FREE TAX RETURN PREPARATION FOR
 QUALIFYING TAXPAYERS
 MARCH 2 – APRIL 13, 2019 (9AM-3PM)**

TECH TOOLS

Email for Job Search

Friday, March 15th, 2019 ~ 2:00 pm–3:00 pm

Introductory Excel

Friday, March 29th, 2019 ~ 1:30 pm–4:30 pm

Microsoft Word Basic

Tuesday, March 5th, and March 12, 2019 ~
 2:30 pm–4:00 pm

Cal Fresh by Appointment

Wednesday, March 6th and March 20th, 2019

Please sign up for an appointment at the Front Desk

Résumé Review & Career Coaching by Appointment

Friday, March 1st and Friday, March 15th 2019

Please sign up for an appointment at the Front Desk

Dept. of Rehabilitation by Appointment

Thursday, March 7th and Thursday, March 28th, 2019

Please sign up for an appointment at the Front Desk

JOB SEARCH BASICS

Interviewing Techniques [CANCELLED]

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

Job Search Strategies

Wednesday, March 13th, 10:00am–11:00am

Thursday, March 21st, 3:15 pm–4:30 pm

Networking Skills

Tuesday, March 12th 3:00 pm–4:00 pm

Thursday, March 28th 3:00 pm–4:00 pm

Résumé Basics

Tuesday, March 12th 10:00am–11:00am

On Site Recruitments

**Announcements are posted online at
www.eastbayworks.com**

**Flyers are available in the Resource
 Area with updated information**

BEYOND THE BASICS

Applying for Government Jobs

Monday, March 11th, 11:00am–12:00pm

Friday, March 22nd, 11:00am–12:00pm

California Training Benefits (CTB)

Wednesday, March 20th, 2:30 pm–3:30 pm

Customer Service Training

M-F, March 25th – March 29th 9:00 am–12:00 pm

Labor Market Information (LMI)

Tuesday, March 26th, 2:00 pm – 3:00 pm

**All Center Services and workshops REQUIRE
 CalJOBS Registration**

ASSESSMENT CENTER

Jackson Vocational Interest Survey (JVIS) – Turn your interests into a satisfying career with this education and career planning tool. **Please call the AJCC Front Desk for additional information and to schedule your appointment.**

Dates Scheduled: Tuesday, March 5th, 12th, 19th, 26th Thursday, March 7th, 14th, 21st, 28th from 12:00 pm-2:00 pm

Metrix Online Training (Registration Required online) <http://eastbayworks.metrixlearning.com>

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

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

Dates Scheduled: Tuesday, March 5th, 12th, 19th, 26th Thursday, March 7th, 14th, 21st, 28th
 from 12:00 pm-2:00 pm

WORKSHOPS



**SMALL
 BUSINESS
 DEVELOPMENT
 CENTER**
 CONTRA COSTA

**Website Building Basics - Building
 and Publishing Your Own
 Website**

**Monday, March 25, 2019
 9:00am to 12:00pm**

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:

Basic workshops offered:

<p>WIOA Info Session (aka: Career Center Services): Overview of all programs and services.</p> <p>Jackson Vocational Interest Survey (JVIS): Turn your interests into a satisfying career with this education and career planning tool.</p> <p>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.</p> <p>Résumé Review: Get expert critique! Bring hard and electronic copy.</p> <p>Résumé Writing Basics: Résumé "Do's and Don'ts" every jobseeker should know. Learn how to tailor your résumé for different jobs.</p> <p>Typing Evaluations: No-cost certificate verifies speed and accuracy.</p>
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Specialty workshops offered:

<p>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.</p> <p>Applying for Government Jobs: Considering public service? Overview of hiring process in federal, state, county or city government.</p> <p>Basic MS Word: Learn to create, edit, save and print documents.</p> <p>California Training Benefit (CTB): Do you qualify to continue your UI benefits while you're training for your next job? Come find out.</p> <p>CalJOBS: Post resumes and manage your job search all in one place.</p>	<p>Department of Rehab Presentation: Services and eligibility.</p> <p>Free Tax Preparation: Free, low-income Fed/State tax prep service.</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.</p> <p>Introductory Excel: Learn to create, edit, save and print documents.</p> <p>Job Search Strategies: Get organized and get employed.</p> <p>Labor Market Information: Learn about industry and hiring trends.</p> <p>YEOP (Youth Employment Opportunity Program): Are you 15-25 years old? Get help achieving your education and career goals through assessment and peer advising.</p> <p>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 (AJCC) you will find:

CONTRA COSTA WORKFORCE

COLLABORATIVE (CCWC- ACCESS POINTS)

- Contra Costa College, San Pablo, Ca.
- Diablo Valley College (PHC), Pleasant Hill, Ca
- Mt. Diablo Adult Education, Concord, Ca
- Liberty Adult Community Education Center, Brentwood, Ca
- Martinez Adult Education, Martinez, Ca
- Pittsburg Adult Education Center, Pittsburg, Ca
- Lao Famil Y Community Development, San Pablo, Ca
- New Horizons-Career Development Center, Rodeo, CA 94572
- Opportunity Junction, Inc., Antioch, CA
- San Pablo Economic Development Corp., San Pablo, Ca
- Job Corps
- Shelter Inc.
- CalWORKs (TANF)
- Armed Forces Services Corporation
- Department of Rehabilitation
- 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

