



CONCORD CAREER CENTER

April 2019

Revised 4/2/2019 at 4:41 PM

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 a WIOA Info Session

Wednesday, April 17, 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, April. 23rd, 2:00 pm-3:00 pm

Thursday, April 25th, 3:00 pm-5:00 pm

California Training Benefits (CTB)

Wednesday, April 17th, 2:30 pm-3:30 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**

APRIL 6 – 13, 2019 (9AM-3PM)

TECH TOOLS

Email for Job Search

Friday, April 19th, 2019 ~ 2:00 pm-3:00 pm

Introductory Excel

Friday, April 26th, 2019 ~ 1:30 pm-4:30 pm

Microsoft Word Basic

Tuesday, April 2nd, and Tuesday, April 9th, 2019 ~
2:30 pm-4:00 pm

Cal Fresh by Appointment

Thursday, April 4th, and Thursday, April 18th, 2019

Please sign up for an appointment at the Front Desk

Résumé Review & Career Coaching by Appointment

Friday, April 5th and Friday, April 19th 2019

Please sign up for an appointment at the Front Desk

Dept. of Rehabilitation by Appointment

Thursday, April 4th, 11th, 18th, 25th, 2019

Please sign up for an appointment at the Front Desk

JOB CORP

Tuesday, April 2nd and Tuesday, April 9th, 2019

Please sign up for an appointment at the Front Desk

JOB SEARCH BASICS

Interviewing Techniques

Thursday, April 18th, 11:30 am-1:00 pm

Job Search Strategies

Wednesday, April 10th, 10:00am-11:00am

Thursday, April 18th, 3:15 pm-4:30 pm

Networking Skills

Tuesday, April 9th 3:00 pm-4:00 pm

Thursday, April 25th 3:00 pm-4:00 pm

Résumé Basics

Tuesday, April 9th 10:00am-11:00am

On Site Recruitments

**Announcements are posted online
and at the AJCC Resource Center**

BEYOND THE BASICS

Applying for Government Jobs

Monday, April 8th, 11:00am-12:00pm

Friday, April 26th, 11:00am-12:00pm

Customer Service Training

M-F, April 22nd – April 26th 9:00 am-12:00 pm

Labor Market Information (LMI)

Tuesday, April 23rd, 2:00 pm – 3:00 pm

IMPORTANT

INFORMATION

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

Computers, Fax & Copiers

Are Only Available till 4:45pm

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, April 9th, 16th, 23rd, 30th Thursday, April 11th, 18th, 25th from 12:00 pm-2:00 pm

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, April 12th, 9th, 16th, 23rd, 30th Thursday, April 11th, 21th, 18th, 25th 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.

WORKSHOPS



**SMALL
BUSINESS
DEVELOPMENT
CENTER**
CONTRA COSTA

**WEBSITE BUILDING BASICS -
BUILDING AND PUBLISHING YOUR
OWN WEBSITE**

Monday, April 29, 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 Family Y Community Development, San Pablo, Ca
- New Horizons-Career Development Center, Rodeo, CA 94572

- Job Corps
- Shelter Inc.
- CalWORKs (TANF)

- Opportunity Junction, Inc., Antioch, CA
- San Pablo Economic Development Corp., San Pablo, Ca
- 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