



## Schedule of Events February 2012

**The York County CareerCenter in Springvale continues its monthly workshop programs for job seekers and those who are considering training to upgrade their skills to increase their employability.**

### **Interview Workshop – Friday, February 3, 9:00 – 12:00**

Join us and learn new interviewing techniques. Bring a copy of your resume and participate in role playing interviews. Learn how to answer those “tough” questions. The more you practice, the more you will be able to answer questions with confidence and ace any interview! Call 324-5460 or 1-800-343-0151 to register for the Interview Workshop.

### **Word & Excel Basics Computer Class – Friday, February 3, 2:00 – 4:00**

We are pleased to offer our Word & Excel Basics workshop. If you have little or no experience with these computer programs this is the class for you. Join Briana Markoff from Goodwill Workforce Solutions as she leads this interactive session. Space is limited so please Call 324-5460 or 1-800-343-0151 to reserve a seat in this workshop.

### **GATEways to Employment – Friday, February 10, 9:00 – 12:00.**

Join us for the beginning installment of our “workshop trilogy.” Learn how assessments can identify your abilities, interests and skills. Discover the unadvertised job market. Other topics include: Job Search Strategies, Interviewing, Resume and Cover Letter Tips. We will also provide an overview of available community assistance resources and additional job training opportunities. All in an informal, supportive environment at not cost to you! Call 324-5460 or 1-800-343-0151 to register for the GATEways to Employment Workshop.

### **York County Works –Dependable Strengths—Assessing Your Skills and Leveraging Them for Job & Voluntary Employment--Tuesday, February 14, from 9:00 – 11:00**

Meaghan Arzberger, United Way of York County’s Manager of Volunteer Engagement will lead this workshop focused on identifying your strengths and positioning them for employment opportunities. Also learn the benefits of Voluntary Engagements and how they strengthen your resume and ultimate Job Search.

Check in with us either by phone or at our website to find out more information.

Call 324-5460 or 1-800-343-0151 to reserve a place for the York County Works workshop.

### **Resume Workshop – Friday, February 17, from 9:00 – 12:00**

Your resume is your “Sales Brochure”. Learn how to make it speak for you. Explore the basics of



resume writing and learn how to promote the qualifications you have that directly match what the employer needs. Call 324-5460 or 1-800-343-0151 to register for the Resume Workshop.

**Computer Basics—An Introduction to Using a Computer—Friday, February 17 from 2:00-4:00 PM**

If you have little or no experience with computers, this is the class for you. Join Briana Markoff from Goodwill Workforce Solutions as she leads this interactive session. Space is limited so please Call 324-5460 or 1-800-343-0151 to reserve a seat in this workshop.

**York County Works Human Resource Panel Discussion - Tuesday, February 28, from 9:00 - 11:00**

Join us and three Human Resources Directors from local companies who will discuss the “ins-and-outs” of resume and job application reviews, including job interview and appropriate follow-up techniques. Call 324-5460 or 1-800-343-0151 to register for the York County Works Human Resource Panel Discussion.

**Women Unlimited—Non-Traditional Occupations Specialists - 2nd, 3rd and 4th Wednesday of the month:**

Meet with a Non-Traditional Occupations Specialist. If you are interested in a non traditional occupation for women and potentially a better paying job, come and meet with Sue a Non-Traditional Occupations (NTO) specialist at the York County CareerCenter. If you would like to register for a one on one session please contact Sue at (207) 215-6992.

**Essentials of College Planning (Recurring Workshop)**

Tina McDonald of MEOC (Maine Educational Opportunity Center) will hold workshops covering topics on College Awareness and Planning along with The Federal Financial Aid process. During the workshop she will assist participants in completing the Free Application for Federal Student Aid (FAFSA). To be scheduled for the next MEOC workshop call 1-800-281-3703 to register.

**Adecco Staffing - Every Thursday in February** an Adecco representative will be recruiting at the York County CareerCenter in Springvale from - 10:00 - 2:00. Current openings are with Poland Springs, Corning Life Sciences & GE. No need to pre-register.

**The York County Career Center** will provide service providers, workshops at your location at no cost to you. Please contact our office for further information at 324-5460 or 1-800-343-0151.

**Orientations for potential re-training opportunities are held monthly.**

Goodwill Workforce Solutions administers federally funded employment and training programs through the Workforce Investment Act (WIA). (Certain eligibility requirements apply). If you think you might qualify or could benefit from this program please call the Workforce Solutions Center in Biddeford at 207-571-3301 to schedule a date for an orientation.



**Maine Centers for Women Work & Community** offers no cost classes in Assertive Communication, Creating Your Future, Creating the Rest of Your Life, Credit Yourself, Entrepreneurial Training, Financing Your Future, Professional Development and Mature Worker Activities. For more information call Ruth Graves in Saco at 286-1722.

**The York County CareerCenter in Springvale** offers a variety of services that are FREE to help you find employment or to help you upgrade your skills. We offer computer work stations with Microsoft Office software, resume writing and cover letter software, Internet access and O'Net software for skills assessment. We can connect you to the Maine Department of Labor's Bureau of Unemployment Compensation. We have a library of resource materials which include: educational, social services, employer labor market and Veterans information. The York County CareerCenter is located at 9 Bodwell Court in Springvale. We are open from 8:00 – 5:00, Monday thru Friday. Contact us at 207-324-5460 or 1- 800-343-0151. You can also see more information at the CareerCenter website, [www.mainecareercenter.com](http://www.mainecareercenter.com)

We are pleased to announce you can now follow us and keep track of our latest events on LinkedIn & Twitter. To find us on LinkedIn, go to their website and search for York County CareerCenter. To follow us on Twitter search for York CareerCenter.

