

Center Hours

Monday - Thursday
9:00 AM – 4:00 PM

Friday
9:00 AM – 1:00 PM

Calendar subject to change without notice

Portsmouth EMPLOYMENT CENTER April 2010

Contact Information

313 High Street
Portsmouth, VA 23704
Phone: (757) 499-3824
Fax: (757) 499-3825
employmentcenter@goodwillcva.org
www.goodwillvirginia.org








Our business is changing lives

COMMUNITY PARTNERSHIP

Averett University
Information Fair
Monday, March 1, 2010 – 10:00AM – 12:00PM

Virginia Employment Commission
Targeted Job Search Assistance
Friday, April 16, 2010 – 10:00AM – 12:00PM



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
If we fall, we don't need self-recrimination or blame or anger- we need a reawakening of our intention and a willingness to recommit, to be whole-hearted once again. Sharon Salzber			1 	2
5	6  CAREER MANAGEMENT SKILLS MODULE I NEED A JOB 9:00 AM -12:00 PM	7	8 WORKSHOP Resume Writing 11:00 AM – 11:00 PM	9
12	13  CAREER MANAGEMENT SKILLS MODULE I FIND A JOB 9:00 AM-12:00 PM	14 WORKSHOP Time Management 10:00 AM – 12:00 PM 	15 WORKSHOP Interviewing Techniques 11:00 AM – 1:00 PM	16 VIRGINIA EMPLOYMENT COMMISSION 10:00 AM – 12:00 PM
19 RE-ENTRY/EX OFFENDER SERVICE WORKSHOP 10:00 AM – 1:00 PM	20	21 WORKSHOP Online Application Process 11:00 AM – 1:00 PM	22	23 EMPLOYMENT CENTER WILL BE CLOSED FOR STAFF DEVELOPMENT
26 EMAIL & INTERNET WORKSHOP 1:00 PM – 3:00 PM (LIMITED SEATING AVAILABLE) 	27 E-TRAINING Microsoft Word 11:00 AM -1:00 PM	28 E-TRAINING Microsoft Excel 11:00 AM-1:00 PM	29	30

EMPLOYMENT CENTER SERVICES

JOB LEADS

Current and Relevant Job leads

CAREER PLANNING

Assessment tools, Case management

WORKSHOPS

Varied Topics: resumes, interviewing, information fairs, Career Skills Modules: Need a Job, Find a Job, Get a Job

ELECTRONIC SERVICES

Copy, Fax, Internet, Email, Community Voice Mail (Coming Soon)

EX-OFFENDER OUTREACH

KEYBOARDING
ONGOING TRAINING
MONDAY-THURSDAY

CALL OR VISIT FOR MORE INFORMATION

Goodwill Community Employment Centers are operated by Goodwill Industries, Inc. an equal opportunity program/employers (EOE). Auxiliary aids and services are available upon request to individuals with disabilities. Goodwill CEC is accessible to persons with disabilities.

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Brookhill

5270 Chamberlayne Road
Richmond, VA 23227
(804) 261-0091
Ext. 2706

*Virginia Workforce Center at
F.I.R.S.T Contractors, Inc.*
2300 N. Lombardy Street
Richmond, VA 23220
(804) 321-5690

Richmond

6301 Midlothian Turnpike
Richmond, VA 23225
(804) 675-9910

Mechanicsville

7147 Brandy Run Drive
Mechanicsville, VA 23111
(804) 417-6721

Petersburg

65 Crater Circle
Petersburg, VA 23805
(804) 451-1773

Portsmouth

313 High Street
Portsmouth, VA 23704
(757) 499-3824

Virginia Employment Commission

Friday, April 16

10:00 AM-12:00 PM

The Veteran's Representative from VEC will be present in the Employment Center to assist with targeted job searches and assist Veteran's.

Facilitator: Leona Martinez

Professional Contract Services(PCSI) is Taking Applications

April 15, 2010

Portsmouth Naval Hospital
Norfolk NOB
NAS Oceana

Hiring for housekeeping and warehouse

CAREER MANAGEMENT SKILLS MODULES

Need a Job

Participants will:

- Assess skills, characteristics and strengths.
- Prepare personal summary and accomplishment statements.
- Create a job search action plan.

Find a Job

Participants will:

- Identify and consider who they are
- Explore positions they are looking for
- Prepare to understand why resumes, cover letters and networking are all important

Averett University

April 12th

10:00 AM-12:00 PM

This is an information session for individuals in completing their undergraduate or post graduate work. Come see what they have to offer you for your future.

Facilitator: April Sherman

E-LEARNING WORKSHOPS

Learn at your own pace with staff assistance!



Microsoft Word

April 27

11:00 AM-1:00 PM

Microsoft Excel

April 28

11:00 AM-1:00 PM

Email/Internet

April 26

11:00 AM -1:00 PM