



# Petersburg Community Employment Center

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

## January 2018

### Hours of Operation

Monday thru Thursday  
 9:00am – 4:00pm  
 Friday  
 9:00am – 1:00pm

**Saturday**  
 January 27th  
 9:00am – 1:00pm



Our business is changing lives.... Helping people to help themselves through the power of work.

Monday	Tuesday	Wednesday	Thursday	Friday
1 	2	3 <b>JOB FAIR</b>  <b>Jan. 11<sup>th</sup></b> 10:00am Assistant Managers for Petersburg, Colonial Heights and Chesterfield	4	5 <b>Digital Literacy</b>  <b>Basic Computer</b> 9:00am – 1:00pm
8 <b>WORKSHOP</b>  <b>Basic Budgeting</b> 10:00am – 12:30pm	9 	10 <b>Orientation I</b> <b>Goodwill Services</b> 9:00am – 9:30am <hr/> <b>Orientation II</b> <b>Meet with an ES</b> 9:30am – 11:00am	11 <b>WORKSHOP</b> <b>My Résumé</b>  9:30am – 11:30am	12 <b>Helpful Tips....</b> <b>Practice Your Hand Shake</b> 
15 	16 <b>WORKSHOPS</b>  Four combined classes 9:30am – 12:30pm	17 <b>JOB FAIR</b>  Goodwill Staffing Solutions Hiring Warehouse, Skilled and General Laborers 10:00am	18 <b>WORKSHOP</b>  9:00am – 12:00pm	19 
22 <b>WORKSHOP</b>  <b>Planning for Your Future</b> 10:00am – 11:30am	23	24	25 <b>WORKSHOP</b> <b>My Résumé</b>  1:00pm – 3:00pm	26 <b>RÉSUMÉ REVIEW</b> By appointment only; space is limited. Call: (804) 451-1773 
29 <b>WORKSHOP</b>  <b>Using Credit To Your Advantage</b> 10:00am – 11:30am	30 <b>Orientation I</b> <b>Goodwill Services</b> 9:00am – 9:30am <hr/> <b>Orientation II</b> <b>Meet with an ES</b> 9:30am – 11:00am	31 	<b>WORKSHOPS</b> <b>My Résumé</b> Jan. 11 <sup>th</sup> 9:30am – 11:30am <b>GoodPREP Xpress</b> Jan. 16 <sup>th</sup> 9:30am – 12:30pm <i>(My Application, Résumé, Interview, &amp; Social Media)</i> <b>My Résumé</b> Jan. 25 <sup>th</sup> 1:00pm – 3:00pm	

## ADA Compliance

In compliance with the Americans with Disabilities Act, Goodwill will make available reasonable accommodations for persons with disabilities who wish to participate in workshops open to the general public. Notification of seven business days prior to the event will be needed to make arrangements to provide reasonable accommodations. Contact the Employment Center with your request. Please include the requested accommodation and your contact (804) 745-6300

## Connect with us today!

[www.goodwillvirginia.org](http://www.goodwillvirginia.org)

[employmentcenter@goodwillvirginia.org](mailto:employmentcenter@goodwillvirginia.org)

**REMINDER:**

Sign up for TEXT ALERTS



### Basic Budgeting

Monday, Jan. 8th 10:00am -12:30pm

### Using Credit for your Advantage

Monday, Jan. 22nd 10:00am – 11:30am

### Planning for your Future

Monday, Jan. 29<sup>th</sup> 10:00am – 11:30am

### Incentive Requirements:

- The participant must take three classes and two mentoring sessions to receive \$75.00
- The participant is eligible for another \$25.00 incentive after he/she completes a 30, 60 and 90 day check in with the mentor.

### Want to Register?

### Have Questions?

Contact Deborah Hall  
(804) 971- 0439



## Found A Job?

# Congratulations!

Call us with your  
new job information....

We will enter your name to win a prize!  
**(804) 451-1773**

**Workshop**....RSVP Today **(804)-451-1773**

Sign-up now for our **Digital Literacy** series this month

**Basic Computer** Jan. 5th 9:00am

## Employment Center Services

### JOB LEADS

Current Job leads, Job Fairs

### CAREER PLANNING

Assessment Tools, Case Management

### WORKSHOPS

Varied topics: résumé writing, interviewing skills, money matters, company presentations & more

### ELECTRONIC SERVICES

Computers, Copier, Fax, Internet, & Email

### EX-OFFENDER OUTREACH

Re-Entry Employment Workshop

### SPECIALIZED TRAINING

Customer Service  
Hospitality  
Onsite GED & ELL

**\*10 Page maximum copies allowed/fax for employment/training purposes only.**

### NORTHSIDE CEC

2606-B Chamberlayne Avenue  
Richmond, VA 23222  
(804) 823-2787

### RICHMOND CEC

6301 Midlothian Turnpike  
Richmond, VA 23225  
(804) 521-4918

### MECHANICSVILLE CEC

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

### HAMPTON CEC

1911 Saville Row  
Hampton, VA 23666  
(757) 951-4200

Note: Hours vary by location, call the center nearest you for more details on upcoming events!