

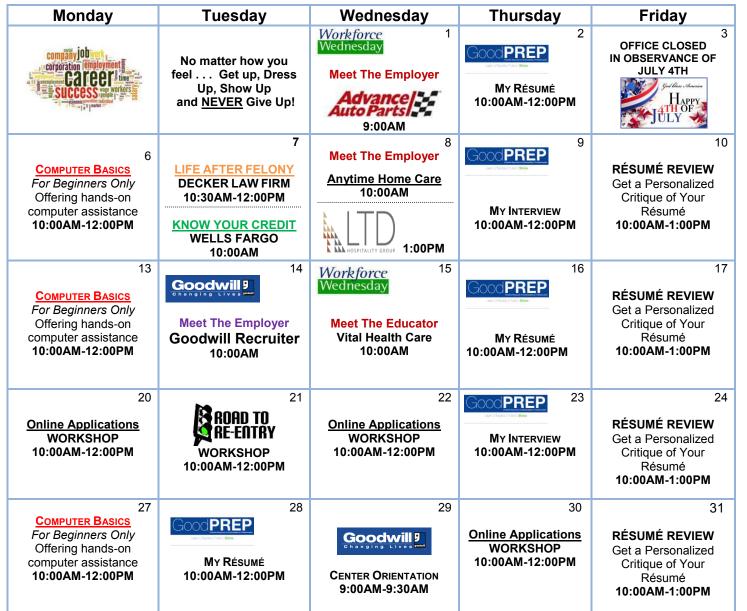
Portsmouth Employment Center

JULY 2015 (Calendar subject to change without notice)

Center Hours

Monday - Thursday 9 AM – 4 PM Friday 9 AM – 1 PM **Contact Info**

313 High Street Portsmouth, VA 23704 Phone: (757) 499-3824 Fax: (757) 499-3825



Connect with us today!

employment.center@goodwillvirginia.org www.goodwillvirginia.org

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 information. Call (757) 499-3824 or email marilyn.richardson@goodwillvirginia.org

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





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Community Employment Center Locations

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

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

Northside 2606-B Chamberlayne Ave. Richmond, VA 23222 (804) 823-2787

Richmond 6301 Midlothian Turnpike Richmond, VA 23225 (804) 745-6300

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

*Schedules vary for each CEC. Please check with each CEC for calendar of events.



Free Career Skills Workshops Livery (Projectory) Trans (Styles Are you looking for clerical jobs or just simply want to get better at typing? THEN CHECK OUT THESE FREE WEBSITES TO PRACTICE YOUR TYPING SKILLS: ingTest com www.tyning-lessons.org w.keyhero.com/typing-tests-wpm Lessons include typing exercises and games Have fun while you learn the keyboard! Goodwill Community Employment Centers are operated by Goodwill, an equal opportunity program/employers (EOE).

program/employers (EOE). Auxiliary aids and services are available upon request to individuals with disabilities. The Goodwill CEC is accessible to persons with disabilities. Goodwill is Hiring

A Goodwill Recruiter will be in the center on **July 14 at 10am** to answer questions and <u>conduct interviews.</u>

Please check out our website at <u>www.goodwillvirginia.org</u>

Apply for a career in our Retail Stores, Donation Centers, or Transportation Department

First: Click on Careers Tab at the top

Second: Scroll down to Donated Goods (stores, outlets, auction, donation centers, transportation and logistics.)

Third: To view available positions in Donated Goods and to apply, click in red click here.

Fourth: Enter zip code 23704

Fifth: Click on the job you want to apply for

Sixth: Begin your application process