



## Manassas SkillSource Career Services Center

*www.myskillsource.org*

6901 Sudley Road, Parish Hall Room 204, Manassas, VA 20109

(OFFICE) 703-530-3073 (Email) [karla.quiroz@myskillsource.org](mailto:karla.quiroz@myskillsource.org)

Hours of Operation: Monday By Appointment Only

Tuesday through Wednesday 8:30am-5:00pm (The center is closed 1-2pm for lunch)

Thursday: 1:00pm-5pm & Fridays: 8:30am-1:00pm

### April 2017

Monday	Tuesday	Wednesday	Thursday	Friday	
2	3	4	5	6	7
			Center Opens at 1:00pm	Drop In Resume Review	<b>PARTNERS</b>  SkillSource Group Center Manager Karla Quiroz 703-530-3073  Workforce Innovation and Opportunity Act (WIOA) 703-530-3073 Youth WIOA Kenia Larin 571-385-9681  National Council on Aging Call for an appointment Kristi Sargent 571-635-4027 ext100
10	11	12	13	14	
Center open by appointment only			Center Opens at 1:00pm	Drop In Resume Review	
17	18	19	20	21	
Center open by appointment only	Manpower Hire Event 10am – 2pm	Introduction to Computers and Job Search 10am – 12pm	Center Opens at 1:00pm  WIOA Youth Orientation Registration required 2:00pm-4:00pm	Drop In Resume Review	Virginia Employment Commission 703-897-0407  DARS Mark Fletcher 703-335-5550  Job Corps 703-586-6544
24	25	26	27	28	
Center open by appointment only	Resume Writing Workshop 10am-12pm	Introduccion a la Computadora y Busqueda de Trabajo 10am-12pm	Center Opens at 1:00pm	AirServ Hire Event 10am – 1pm  Drop In Resume Review	Prince William County Public Schools Adult Education Program 703-791-7357  Northern Virginia Community College Director, Contract Training 703-323-4276
					Ticket to Work Lauren Parker 703-752-1606

## FREE JOB READINESS WEBINARS

Please register for **The Art of Interviewing** on Mar 20, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/2857261665559000577>

- Sharpen your job hunting skills
- Use new techniques to engage an interviewer
- Determine if the job is a good fit for you

Please register for **Job Loss Survival Guide** on Mar 31, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/1803845963265901825>

Learn about the 4 'R's':

- Reframing
- Resume writing
- Relationships
- Resources

Please register for **How to Write an Effective Resume** on Apr 18, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/4347152697753547265>

- Catch an employer's eye
- Be conspicuous in a crowd
- Highlight skills and accomplishments

Please register for **The Art of Interviewing** on Apr 21, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/1175407997782612225>

- Sharpen your job hunting skills
- Use new techniques to engage an interviewer
- Determine if the job is a good fit for you

Please register for **Job Loss Survival Guide** on Apr 25, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/6457190278246476033>

Please register for **Job Loss Survival Guide** on Apr 28, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/6457190278246476033>

Resume, Interview and Job Seekers Guide webinars are offered by Employment Specialists of the Fairfax County Department of Family Services. Webinars can be easily accessed online from any location. They contain tips and suggestions to improve your skills. Live instructors are available during the presentations providing with the opportunity to make questions. You may also request a printed guide upon completion. Please contact any of the SkillSource Centers staff to get assistance with the registration.

System Requirements for Webinars: PC-based attendees: Windows® 8, 7, Vista, XP, or 2003 Server; Mac®-based attendees: Mac OS® X 10.6 or newer; Mobile attendees: iPhone®, iPad®, Android™ phone, or Android tablet.

**Workforce Innovation and Opportunity Act** - The Workforce Investment Act program can assist eligible adults with employment and training services. To learn more about the program and to schedule an intake meeting, please visit [www.myskillsource.org](http://www.myskillsource.org) then click on 'For WIOA Applicants', and follow the instructions. For additional assistance contact [Karla.quiroz@myskillsource.org](mailto:Karla.quiroz@myskillsource.org).

**Workforce Innovation and Opportunity Act (WIOA) Youth Program** - Are you between the ages of 17-24? Do you need help with your career and educational goals? Come learn about our Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance. Visit <http://www.myskillsource.org/page/id/38/youth> for helpful documents to bring. (Registration requested)

**NCOA** - National Council on Aging Are you unemployed, need training, and live in Northern Virginia? If you are 55 or older you can refresh your job skills and re-enter the workforce. NCOA trains low-income older adults through their Senior Community Service Employment (SCSEP) Program. You earn an income while you expand your skills through on the job training.