



Loudoun Workforce Resource Center
 102 Heritage Way, N.E., 1st Floor
 P. O. Box 7400
 Leesburg, VA 20177-7400
 (703) 777-0150 (Voice)
 711 (VA Relay)
www.loudoun.gov/wrc



Hours of Operation:

Monday, Tuesday, Thursday, Friday
 9:00am - 4:30pm

Wednesday 9:00am - 12:00noon

January 2018

**Meet the Employer
 Events On-site Recruiting**

Gate Gourmet
 Monday, 01/08/18
 1:30 pm-4:00 pm


Gate Gourmet
 Monday, 01/22/18
 1:30 pm-4:00 pm

Continental Pools
 Tuesday, 01/30/18
 1:30 pm-4:00 pm

Please visit our website for the most current event information
www.loudoun.gov/wrc

Inclement Weather Policy
 The Workforce Resource Center will operate on the same schedule as the Loudoun County Public Schools (LCPS). If LCPS are on a 2-hour delay or canceled, workshops and events are canceled. Please 703-777-0150 ahead of time to see if the Workforce Resource Center is open.

If you require a reasonable accommodation for any type of disability in order to participate in Loudoun Workforce Resource Center services, please contact the Center at 703-777-0150. Three business days advance notice is requested.

Mon	Tue	Wed	Thu	Fri
1 CLOSED NEW YEARS' DAY HOLIDAY 	2 CLOSED NEW YEARS' HOLIDAY	3 CLOSE @ 12:00 noon	4 Resume Critique Walk-in from 9:00 am - 11:50 am Mock Interview 9:00 am - 12:30 pm	5
8 WIOA Screening Walk-in 9:00 am - 11:50 am Professional Resume Writing 9:00 am - 3:00 pm DARS Rep. 10:00 am - 2:00 pm Deaf & Hard of Hearing Rep. 1:00 pm - 3:30 pm Youth WIOA Orientation *By Appointment	9 Resume Critique Walk-in from 9:00 am - 11:50 am Orientation to Center Services 10:00 am - 11:00 am So You Think You Can Interview? 1:00 pm - 3:00 pm VEC Veteran Rep. 10:00 am - 3:00 pm Mouse & Keyboard Basics 1:00 pm - 4:00 pm	10 My Next Move 10:00 am - 12:00 noon CLOSE @ 12:00 noon	11 Resume Critique Walk-in from 9:00 am - 11:50 am Excel Basic 9:00 am - 4:00 pm Job Seeker's Support Group 11:00 am - 12:30 pm	12 Is WIOA Right For You? 10:00 am - 11:00 am *Registration Required
15 CLOSED MARTIN LUTHER KING DAY 	16 Resume Critique Walk-in from 9:00 am - 11:50 am	17 Necessary Skills to Get the Job (Presented by DARS) 10:00 am - 12:00 noon CLOSE @ 12:00 noon	18 Resume Critique Walk-in from 9:00 am - 11:50 am	19
22 WIOA Screening Walk-in 9:00 am - 11:50 am PowerPoint Basic 9:00 am - 4:00 pm Youth WIOA Orientation *By Appointment	23 Resume Critique Walk-in from 9:00 am - 11:50 am Word Basic Half-Day 9:30 am - 12:00 noon 30 Second Commercial - "So Tell Me About Yourself" 1:00 pm - 3:30 pm VEC Veteran Rep. 10:00 am - 3:00 pm	24 WORKFORCE CENTER CLOSED ALL DAY	25 Resume Critique Walk-in from 9:00 am - 11:50 am Excel Basic 9:00 am - 4:00 pm Job Seeker's Support Group 11:00 am - 12:30 pm Your Transferable Skills 1:00 pm - 3:00 pm	26 Resume Writing 101 9:00 am - 1:00 pm Is WIOA Right For You? 2:00 pm - 3:00 pm *Registration Required
29 WIOA Screening Walk-in 9:00 am - 11:50 am Word Basic Full-Day 9:00 am - 4:00 pm	30 Resume Critique Walk-in from 9:00 am - 11:50 am <u>GED Placement Testing - 9:30 am</u> <u>Registration Required</u> <u>571-252-1393</u> What's the Problem? Problem Solving Skills 10:00 am - 12:00 noon Social Media & Job Search 2:00 pm - 4:00 pm	31 Negotiate Your Best Offer 9:30 am - 11:30 am CLOSE @ 12:00 noon	<p>*Registration Required: www.loudoun.gov/wrcworkshops</p> <div style="border: 2px solid yellow; padding: 5px;"> <p>Have you used the Loudoun Workforce Center for your employment needs and become recently employed? ~ Please contact our office so we can share in your success!!</p> </div> <p>Workshops are offered at NO COST. However, Pre-Registration is Required. To register please visit: www.loudoun.gov/</p>	



Partner Contacts

Crossroads Jobs, Inc. ~ Crossroads Jobs is a free employment service, connecting capable applicants with market-place jobs. Carol Smith ~ 703-771-4112

Department of Aging and Rehabilitative Services (DARS) ~ In partnership with people with disabilities and their families, the Virginia Division of Rehabilitative Services collaborates with the public and private sectors to provide and advocate for the highest quality services that empower individuals with disabilities to maximize their employment, independence and full inclusion into society. ~ Loudoun Office, Sarah McCarty ~ 703-771-4775

Job Link, Loudoun County Community Services Board ~ Job coaches provide one-on-one assistance with finding and keeping regular jobs in the community. Sara Westfall ~ 703-777-0562

Loudoun County Public Schools, Adult Education ~ LCPS Adult Education provides educational opportunities for adults who wish to acquire competencies necessary for further education, employment, or personal enrichment. Carolyn Ortega ~ 571-252-1393

Northern Virginia Community College ~ NVCC is a comprehensive institution of higher learning offering programs of instruction generally extending not more than two years beyond the high school level. Esther Perantoni ~ 703-450-2551

Ticket to Work ~ A Social Security Administration program designed to provide employment related assistance to SSDI and SSI beneficiaries who are between the ages of 18 and 64. To schedule an appointment please contact ~703-303-6148

Transit & Commuter Services: Loudoun County Department of Transportation & Capital Infrastructure ~ The Transit & Commuter Services team offers helpful information to residents, employers, and individuals traveling to work in Loudoun County. 1-877-GO-LCBUS or 703-771-5665

Virginia Employment Commission ~ Alexandria-703-813-1300/Prince William-703-897-0407/Winchester-540-722-3415

Virginia Employment Commission - Veterans Services ~ Veterans, Disabled Veterans and Businesses are eligible to receive employment services. Veteran Services are provided by a network of professional Workforce Services Representatives, Disabled Veteran Outreach Specialists and Local Veteran Employment Representatives. ~ Jim Lauver ~ 703-813-1300 or james.lauver@vec.virginia.gov

Virginia Job Corps ~ Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. 1-800-733-JOBS or contact the Alexandria office ~ 703-671-5300

Youth WIOA Program ~ The WIOA Program helps youth ages 17-24 to gain the skills needed to succeed in the workforce through career development and educational support. Fariyah Kuraishi ~ 571-385-9672

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