# Employment Services and Job Training

*Looking for a job? We can help!*

Interfaith Outreach & Community Partners **Employment Services** is here to support you in your new career!

## Program Services

→ **Individualized Employment Assessments:** Determine strengths, skill gaps, and potential career paths, barriers to employment, transferrable skills and interests.

→ **1:1 Job Coaching:** Meet with our experienced employment specialists to receive personalized attention to maximize the effectiveness of your job search.

→ **Job Skills Training:** Increase your potential for advancement and career success through connections with community-based classes, certificate and degree programs.

→ **Computer Skills Training:** Learn how to use a computer, send professional emails, use Microsoft software, professional networking websites by taking free classes at Interfaith Outreach &Community Partners or receive one on one tutoring.

→ **Job Search Computer Lab:** Conduct your job search in a computer lab that is open and accessible 24 hours each week. Receive assistance in revising resumes, writing cover letters and completing online applications. The journey to finding a new job can be long, but it should not be lonely, our program offers the opportunity to job search and learn alongside other job seekers.

→ **Interview Classes and Mock interviews:** Learn what interviewers are looking for, write an elevator speech and how to best market your skills in a modern interview.

→ **Soft Skills Training and Development:** Avoid making a damaging or dangerous social misstep at your new job by learning important workplace interaction lessons and learn about how your own communication style impacts your success at work.

→ **Job Retention Support:** Continued, personalized support is provided after placement from Employment Specialists; a lifeline for tough questions, as well as supporting and encouraging you on your new employment path.

## Learn more about our services!

Contact: Tanya Williams, Employment Services Manager • 763-489-7541 • twilliams@iocp.org
Natalie Bullinger, Employment Specialist • 763-489-7540 • nbullinger@iocp.org

**Ask about Employment Services, Job Coaching, Mock Interviews, and Skills Training**

## Interested in updating your computer skills or re-vamping your resume?

Contact: Josh Katzenmeyer, Employment Training Coordinator • 763-489-7709 • jkatzenmeyer@iocp.org

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