

St. Joseph the Worker Job Networking Club
St. John's Catholic Church, Hughes Rd., Madison, AL

Job Club Website:

www.stjohnbchurch.org/jobclub/jobclub.html

04/20/10

- General Information -

Maureen Chemsak - Convener

The job club has a lot of volunteers

The usual format for our meetings:

- First half hour: Introductions and Announcements
- Second half hour: Presenter
- Third half hour: Refreshments [job club members volunteer to provide], Informal

Networking

The meeting is different from usual this week because of the Resumé Workshop

We don't collect any fees or dues - we are an all-volunteer organization so we would like you to pay back by bringing refreshments once every 4 months or so

There is a sign up sheet - check the refreshments table or see Beth Matthews

Announcements

Maureen Chemsak, Convener

Next week we will return to our usual format:

- First 30 minutes: Introductions and Announcements
- Second 30 minutes: Speaker
- Third 30 minutes: Refreshments and Networking

Patricia Berchem - Volunteer Coordinator, Crisis Services of North Alabama

www.csna.org

One alternative to consider is substitute teaching - it pays \$60 a day, but you're not applying for a job so you pretty much get it

Volunteering also helps span the time you're unemployed [so you don't have gaps in your resumé]

Crisis Services is expanding and is looking for volunteers and employees
They are looking for volunteers to work with the Housing Authority

Being a helper doesn't hurt on your resumé either

Let Patricia know if you are interested [pberchem@csna.org]

Crisis Services will also be hiring two people
All jobs with Crisis Services are first offered to volunteers
The Executive Director of Crisis Services was a volunteer (only took her ten years to climb the ladder)

Another note on volunteering from Dave Sadlowski:
Dave Sadlowski is retired from the Air Force
When he wanted to get into Aerospace, he volunteered to work for a company for free for a month
After 40 days the manager said to him, "Develop a company so I can pay you."
A month later he was hired as the Deputy Director

Internships

Dave Fledderman mentioned that City of Huntsville Mayor Tommy Battle said that the city will be hiring college students and recent graduates as summer interns starting this week
The internships will be from May 24 - July 16 [according to the website] and the selection process will be from April 23 - 30 [according to the website]
They will be hiring up to 50 people for the summer
For more information visit HSVcity.com [<http://www.hsvcity.com/intern/>]

Steve McMillan, Team Lead - Employment Support Services, Community Action Partnership of Alabama - Decatur

www.communityactionpartnership.com
www.capna.org

Morgan - Lawrence - Cullman Counties

They also provide support to connecting counties - including Madison
[website lists Morgan, Lawrence, Cullman, and also Franklin, Colbert, Cherokee, Dekalb, Jackson, Marshall, Blount, Marion, Winston and Walker Counties in North Alabama]

Community Action Partnership has multiple programs, including:

- Head Start - 13 County footprint across North Alabama
- Utility Assistance
- Weatherization
- Meals on Wheels
- Senior Companions

They work with Adecco (Provides personnel services to businesses worldwide including temporary help, placement of permanent employees)

3 business units are seeking applicants

They are looking for Family Service Managers for the Head Start program, Youth Services Development

Employment Service started in December

They are looking 3 - 4 - 5 years down the road

The community needs the matured workers with vast knowledge and experience that cannot be replaced by recent graduates

Community Action Agency - they are the only one taking a proactive approach by providing employment support services

They are looking to fill a team lead position with Head Start, looking for someone who is bi-lingual (Spanish) with supervisory experience and case management skill

Resource specialists are compiling information for those who want to look through it

They are organizing three-county Job Fair

http://www.northalabamacommunities.net/index.php?option=com_content&view=article&id=47&Itemid=53

Website lists the following services:

"The Community Action Partnership of North Alabama's goal is to seek solutions to social and economic problems related to poverty. We are proud to be a key human resource provider for families in Morgan, Lawrence, Cullman, Franklin, Blount, Colbert, Marion and Winston Counties.

Our Services Include..."

EMERGENCY ASSISTANCE

- Dial 211 Information & Referral
- Low Income Home Energy Assistance Program
- Operation Warm
- Operation SHARE
- Federal Emergency Management Agency - Emergency Food & Shelter
- Alabama Charitable Trust Fund - Utility Assistance
- Homeless

HOUSING

- Housing Development
- Housing Counseling

VOLUNTEER DEVELOPMENT

INCOME TAX PREPARATION ASSISTANCE

- Volunteer Income Tax Assistance Program (VITA)
- Tax Counseling for the Elderly (TCE)

INDIVIDUAL DEVELOPMENT ACCOUNT

- Individual Development Account (IDAs)

TRAINING SERVICES

- Results Oriented Management and Accountability
- Accountable Case Management

ENERGY CONSERVATION

- Weatherization
- Alabama Charitable Trust Fund - Energy Conservation & Education

INDEPENDENT LIVING

- Senior Companion
- Meals on Wheels

EARLY CHILDHOOD DEVELOPMENT

- Head Start
- Early Head Start
- Full Day / Full Year - Head Start
- Alabama Pre-Kindergarten Program
- Foster Grandparents

INFORMATION & TECHNOLOGY CONSULTING

Visit the website for more details

www.capna.org

Employment Opportunities

http://www.northalabamacommunities.net/index.php?option=com_content&view=article&id=51&Itemid=63

The Following Employment Opportunities are Listed on the web page listed above:

- Area Team Leader
- Program Planner / Grant Writer]

A major construction project has begun at the church and will be ongoing for the next 16-18 months, here is how to get back to Hughes:

Exit by the same road you usually use - go down toward the garages up and around to leave

Job Club

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Resumé Workshop Part 3

Introduction to Resumé Workshop
Dave Sadlowski

Today is the last of a 3-part Resumé Workshop

There are three general formats for resumé:

- Chronological [most common type]
- Functional [least common, more for artistic jobs]
- Combination

Cover Letters can do wonders for you - this is where you can demonstrate your knowledge of the company

Check the website for sample cover letters

A cover letter should be one page, three paragraphs

Research - put in real work researching the company, target your cover letter to the employer

Also target the resumé to the company

Some companies are very traditional and want a chronological resumé

Resumé Workshop Part 3
Ed Snow's working group

Cover Letter - should be unique to each job

In reviewing resumés, Ed found lots of marginal information - that type of information is good for an interview or if they take you out to lunch, but it may not fit in the resumé

If you owned a business, it is important, especially if you owned it for several years, make sure it is highlighted in your resumé

Owning a business involves budget, cost control, customer relations, sales is required, you may have employed people; in a technical business administrative work bogs you down if you are the sole proprietor without any employees

Put really important things in the resumé

Don't put so much in there that they can't find your basic strengths in there

That's why it is so important to have a job objective in there and then have the supporting information in there to back it up

Try to keep it to two pages, in most cases, there are some exceptions

The further away from your latest job assignment, the less important the details of the experience
Sometimes I summarize six jobs in one - does anyone really care about what I did in 1955? They weren't even born....

You may have three different resumés, each with one of three types of job objectives, for example: commercial, non-profit, general

For most people they should use a chronological rather than a functional resumé, only one or two out of the 40 resumés he's reviewed since this group started in September would be better in a functional resumé format

If you're applying for a government job, they don't want you to send them a resumé

They have online forms where you have to give them all kinds of nitty gritty, details sometimes its relevant, sometimes its not

Make sure you are applying for a specific job with a specific job number, if you send in a resumé

You don't need to have a job objective for getting a job with the government, but usually they have a specific job they want done so it is good to have that in your mind - whatever your expertise will help solve

Send a cover letter to a person in a company if you can, keep it to one page

Use contacts as an opportunity to send a cover letter in to a person in the company: "I appreciate what you did a couple of years ago when I toured your facility - now I'm interested in joining your team"

Or if you met them at a job fair and now you've got a name you can send something to a person