

# JOBS TRAINING AND OPPORTUNITIES FAIR

## Job Seekers' Handbook



## Office of Congressman John Hall

*"My priority is putting people back to work in the Hudson Valley"*

Dear Friends,

Though we have seen signs of economic recovery, we must remain focused on continuing to rebuild our economy together. No recovery will be complete until we have true job creation.

I have created this packet of information to accompany my Jobs Training and Opportunities Fair to provide you access to a variety of programs that are currently available to you. I urge you to take advantage of these organizations in your job searches.

Thank you,

A handwritten signature in black ink that reads "John Hall". The signature is stylized with a large, flowing "J" and "H".

John J. Hall  
Member of Congress

## ***Employment Resources***

### **New York State Department of Labor**

Services: *resume writing, interview techniques, apprenticeship opportunities, training grants, on-line job listing, unemployment assistance*

Representative: Natalia Eden, Labor Services Rep

Westchester County- Peekskill:

201 South James Street, Peekskill, NY 10566

914-737-3490

Putnam County:

Donald Smith Government Center

110 Old Route #6, Carmel, NY 10512

914-225-7043

<http://www.labor.ny.gov/home>

### **NYS Department of Labor/Orange Works Career Center**

Services: *Career Specialists, Resource Library, internet access, computers, telephone, copier available*

Representative: Marie Blair, Career Center Coordinator

3 Washington Center

Maples Building, 4th Floor

Newburgh, NY 12550

(845) 568-5090

Toll-free: 1-866-672-6439

<http://www.orangecountygov.com/orgmain.asp?storyID=4547&orgID=266&storyTypeID=1&sid=>

### **NYS Department of Labor/Dutchess One Stop**

Dutchess County's Workforce Connection

Services: *workshops, full service resource room, counselors*

233 Main Street

Poughkeepsie, NY 12601

Phone: 845-485-2660

<http://www.dutchessworks.com/>

### **Westchester One Stop Employment Center**

Representative: Ali Tarchoun, Assistant Director

Services: *Job seekers use the center services to prepare for, find and keep their jobs. Among the resources available to job seekers are: computers and the internet, labor market information, job preparation workshops and individual employment counselors to help guide customers through the job search process.*

201 South James Street, Peekskill, New York 10566

(914)-737-3490

120 Bloomingdale Rd, White Plains, NY 10605

(914)-995-3910

<http://www.westchestergov.com/wplwis/>

**Mahopac Public Library--Job/Education Information Center**

Representative: Helen LiMarzi

Services: *Trained career counselor who can assist you with skill identification, creative job hunting techniques, resume and cover letter development, networking and interviewing skills.*

668 Route 6 Mahopac, NY 10541

(845) 628-8139

<http://midhudson.org/answers/Job.htm>

**John C. Hart Memorial Library/Westchester Library System****Online Tools for Job Seekers**

Representative: Reva Queler

Services: *Online Education Database, workshops, individual career counseling*

(914) 245-5262 x 249

(914) 231-3237

<http://www.westchesterlibraries.org/node/198>

**Westchester Community Opportunity Program, Inc. (WESTCOP)**

Services: *Employment and training programs, vocational training and counseling*

Representative: Hazel Alexander-Campbell

2269 Saw Mill River Road, Building #3

Elmsford, New York 10523

(914) 592-5600

<http://www.westcop.org/>

**Orange County Employment & Training Administration**

Services: *Primary recipient of Workforce Investment Act stimulus Job Training funding for Orange County. Workforce services at the local resource rooms include internet access, a resource library, customer service staff, and regular workshops to support the job seeker in their effort.*

Representative: Stephen Knob, Director

18 Seward Avenue, Suite 103, Middletown, NY 10940

Phone: (845) 615-3630

<http://www.co.orange.ny.us/orgMain.asp?orgid=44&storyTypeID=&sid=&>

## ***Adult & Continuing Education***

**Westchester Community College**

Programs: *Professional Development Center, Lifelong Learning, English Language Institute, Online Courses*

Representative: Ms. Stephanie Annunziata, Admissions Counselor

75 Grasslands Road, Valhalla, NY, 10595

914-606-6600

<http://www.sunywcc.edu/programs/pdc/who.htm>

**Purchase College, State University of New York**

School of Liberal Studies & Continuing Education

Programs: *Credit and noncredit courses, adult degree completion programs, and professional certificate programs. Day, evening, weekend, online, and hybrid courses are available throughout the year.*

Representative: Kelly Jackson, Director of Continuing Education

735 Anderson Hill Road

Purchase, NY 10577-1402

(914) 251-6500

<http://www.purchase.edu/Departments/AcademicPrograms/CE/>

**SUNY Orange Continuing and Professional Education**

Programs: *Business & Professional courses, Computers, Technology & Science courses, Healthcare courses, Workforce Development.*

David Kohn, Director

115 South Street, Middletown, NY 10940

Phone: 845-344-6222

<http://www.sunyorange.edu/ce/>

**SUNY Orange Career Services**

Services: *Job search websites, workshops on career exploration, assessmenttools, career changes, occupation research, resume building, review and critique, job search strategies.*

Petra Wege-Beers, Director

115 South Street, Middletown, NY 10940

Phone: 845-562-2454

<http://www.sunyorange.edu/nec/services/career.shtml>

**Dutchess County BOCES**

Programs: *Adult Education and Career and Technical Institute, including courses in Arts & Humanities, Business and Information Systems, Engineering and Technology, Health Services, Human and Public Services, and Natural and Agricultural Sciences.*

5 BOCES Road, Poughkeepsie, New York 12601

845-486-4800

<http://www.dcboces.org>

**Orange/Ulster BOCES Adult Education**

Programs: *Comprehensive technical and vocational programs. Customized industry related training programs.*

June Franzel, Director

53 Gibson Road, Goshen, NY 10924

Phone: 845-291-0100

<http://www.ouboces.org/>

**Rockland BOCES**

Programs: *Business and Industry Training, Adult Literacy Resource Centers, Career Training including in the areas of Nursing, Allied Health, Office and Computer skills, Culinary Arts, Cosmetology, Auto Technology and Construction Trades. Students are prepared for licensing and certification.*

Parrott Road, West Nyack, New York 10994

(845) 627-4700

<http://www.rocklandboces.org/>

**Putnam/Northern Westchester BOCES**

Programs: *The continuing education program provides short-term, career-related courses in many areas such as construction, health, culinary arts and computer technology. In the technical and career education program, classes lead to entry-level employment in fields such as health care, computer applications for business, computer technology, food service, cosmetology, and heating, ventilation and air-conditioning.*

200 BOCES Drive

Yorktown Heights, NY 10598-4399

914-245-2700

<http://www.pnwboces.org/>

## ***Green Jobs***

**NYSERDA**

Programs: *NYSERDA is supporting the development of a statewide network of training programs for a green workforce. Training on energy efficiency and clean energy technologies is being provided by community colleges, unions, associations, technical high schools, and through Centers for Energy Efficiency and Building Science (CEEBS). Courses are being offered on building science principles, as well as energy efficiency, photovoltaics, solar thermal, geothermal, small and large wind, and fuel cells.*

Representative: Elizabeth Silleck, Westchester/Bronx Energy Smart Communities Coordinator

845-331-2238

[www.getenergysmart.org](http://www.getenergysmart.org)

Pat Courtney Strong, Mid-Hudson Energy Smart

3 Field Court

Kingston, NY 12401

<http://www.greencareersny.com/>

**Hudson Valley Technology Development Center**

Services: *Green business development, advanced manufacturing support and lean, value add training and implementation.*

Representative: Brian C. Wrye, Director, Business Development

300 Westage Business Center, Suite 280

Fishkill, NY 12524

845-896-6934

<http://www.hvtdc.org/>

### **Hudson Valley Green Talent Pipeline Coordinator**

Services: *The Partnership is a consortium of regional workforce and economic development agencies, higher education institutions, and private and public employers in the Hudson Valley. Services include access to employer database, a listing of green jobs and training options, and resources that may be used by workforce development stakeholders, green businesses and green job seekers, and one green specialist in each local One Stop Employment Center.*

Representative: Sandra Norris-Lowe

120 Bloomingdale Road

White Plains, NY 10605

(914) 995-3707

<http://hvgreenjobs.westchestergov.com/>

### **Dutchess County BOCES - Green Collar Workforce Development**

Programs: *Dutchess County BOCES Manufacturing Technology Institute (MTI) is an Educational institution recognized and approved by the New York State Department of Education for Adult training. MTI's HVAC program is accredited through the National Center for Construction Education and Research (NCCER). Credentials earned in the program are portable and recognized nationally.*

5 BOCES Road, Poughkeepsie, New York 12601

845-486-4800

<http://www.dcbooces.org/adults/green>

## ***Apprenticeship Programs***

### **Carpenters Union Local 11**

Helmets to Hard Hats

Program: *The Wounded Warrior program supports disabled Veterans by providing the tools, information and community that will help Veterans gain careers in the Building and Construction Industry.*

Representative: Ed Cooke

914-393-3910

<http://helmetstohardhats.org/>

### **International Brotherhood of Electrical Workers Local 363 (IBEW)**

Program: *Apprenticeship is a structured system by which on-the-job training and related classroom instruction is combined to gain skills to be a professional Electrician.*

Craig Jacobs, Training Director

845-783-3600

**Laborers' International Union of North America Local 17 (LIUNA)**

Programs: *Training in skills such as hazardous materials remediation, remote tunneling, concrete work and an array of building construction skills.*

Mark Casey, Apprenticeship Coordinator

845-562-1121

<http://www.liuna.org/tabid/74/Default.aspx>

**Sheet Metal Worker's International Association, Local Union 38**

Program: *Core curriculum includes Math, Drafting (including CAD), Fabrication Skills, Installation Skills, Reading Blueprints, Knowledge of Materials and Tools, and Safety Requirements and Procedures. Students can specialize in HVAC Commercial Work, HVAC Residential Work, HVAC Service Work, Architectural Sheet Metal, Welding / Industrial Sheet Metal, Detailing / Drafting, and Testing and Balancing.*

38 Starr Ridge Road, Brewster, NY

845-278-6868

<http://sheetmetallocal38.org/index.html>

**Ironworkers Local Union No. 417****Apprenticeship, Training, and Organizing**

*The mission of Iron workers Apprenticeship and Training Department is to ensure that our union iron workers have the skills, knowledge, and training necessary to be safe on the job-site, competitive in the workplace, and satisfied in their careers. They provide training and training materials, leadership, and accreditation.*

845-566-8417

<http://www.ironworkers417.org/>

## ***Entrepreneur Resources***

**Women's Enterprise Development Center**

Services: *WEDC's programs address the needs of entrepreneurs at all stages of business development. Core 15 Comprehensive Entrepreneurial Training Program, Workshops, Seminars, Webinars, Ongoing Technical Assistance, and Access to Capital Information*

Representative: Joy Rosenzweig, Associate Director

1133 S Westchester Ave

White Plains, NY 10605

(914) 948-6098

<http://www.wedc-westchester.org/>

**Putnam SCORE**

Services: *Putnam SCORE is part of a national association which is an all volunteer, non-profit, resource affiliate of the US Department of Commerce, Small Business Administration (SBA). Each local chapter is with volunteers from a variety of business backgrounds and is dedicated to assisting clients start their own business with workshops and one-on-one counseling.*

Representative: Jim Eppinger  
34 Gleneida Ave, Carmel, NY 10512  
(845) 225-6030  
<http://putnamscore.org/wp/>

**Hudson Valley Center for Innovation**

Program: *HVCFI is not-for-profit New York corporation that actively participates in the accelerated growth and development of emerging high value business and technology development enterprises.*

Representative: Les Neumann, Managing Director  
300 Westage Business Center  
Fishkill, NY 12524  
845-943-5660  
<http://www.hvcfi.com>

**Orange County Chamber of Commerce**

Services: *Networking opportunities, special events, marketing opportunities, government initiatives and business advocacy programs, economic development assistance and tourism promotion.*

Carol Smith, Vice President of Government Initiatives and Special Projects  
30 Scott's Corners Drive, Montgomery, NY 12549  
Phone: 845-457-9700  
[www.OrangeNY.com](http://www.OrangeNY.com)

**Gateway to Entrepreneurial Tomorrows, Inc.**

Programs: *Ongoing Free and Confidential Consultations and Training, Mentorship Network, Latino Forum, Peer Savings Programs, Seminar Series.*

Angie Perez, Executive Assistant  
280 Broadway, Newburgh, NY  
Phone: 845-790-5004  
<http://www.gethudsonvalley.org/>

## ***Other Resources***

**United States Department of Labor**

200 Constitution Ave., NW  
Washington, DC 20210  
1-866-4-USA-DOL  
<http://www.dol.gov/>

**USAJOBS**

*USAJOBS®, the government's official job web site provides access to more than 30,000 job listings daily as well as applications, forms, and employment fact sheets. Job postings are updated hourly and are available to job seekers in a variety of formats to ensure*



*accessibility for those with differing physical and technological capabilities. You can search for jobs by location, job category, and agency and you can to complete and submit your application directly to the agency online.*

<http://www.usajobs.gov/>

### **CareerOne Stop**

*CareerOneStop is a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy.*

1-877-348-0502

<http://www.careeronestop.org>

### **New York's Job Exchange**

*Online Job Search affiliated with NYS Department of Labor*

<http://www.americasjobexchange.com/ny>

### **Hudson Valley Region 2-1-1, United Way**

*Service: United Way's 2-1-1 is a free, confidential, multilingual information and referral (I&R) telephone service available in the Hudson Valley. Knowledgeable and caring I&R specialists can put callers who need help in touch with the thousands of health and human services in the region that can help with everything from basic needs like food, clothing and shelter to legal services, drug treatment, employment support, childcare, physical/mental health resources, elder care, services for persons with disabilities and more.*

<http://www.uwwp.org/>

### **Veterans**

*Each of the One-Stop Career Centers (listed earlier in this handbook) has veteran specific services. Also you may qualify for educational and training benefits under the GI Bill which includes the Post 9/11 GI Bill, Montgomery GI Bill (active), Montgomery GI Bill (selected reserve), Veterans Educational Assistance Program (VEAP) and Survivor's and Dependents' Educational Assistance Program (DEA).*

1-888-4-NYSDOL

<http://www.labor.state.ny.us/VETS/VETINTROPAGE.shtm>

## **Contact Congressman John Hall:**

1217 Longworth HOB  
Washington, DC 20515  
(202) 225-5441

40 Gleneida Avenue  
Carmel, NY 10512  
(845) 225-3641 x. 49371

255 Main Street  
Goshen, NY 10924  
(845) 291-4100

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