

Employment Organizations from the BIN (Berkeley Information Network)

The BIN is an online database with information on over 3,300 local agencies, organizations, clubs, and other community services; www.berkeleypubliclibrary.org, or call 510-981-6166

General Job Programs

Berkeley WorkSource

First Source Employment Program

1947 Center St. (& Milvia), Berkeley 94704

510-981-7550 M-F 8am-5pm

www.ci.berkeley.ca.us/employmentprograms/

Serves: Berkeley residents 18 & over.

Promotes hiring of local jobseekers on local and publically funded construction projects.

The BREAD Project

Training site: Berkeley Adult School Kitchen

1701 San Pablo Ave., Berkeley 94702

510-644-4575 www.breadproject.org

Serves: Low-income and unemployed residents, 18 and over.

Offers professional training in fundamentals of baking and cooking; counseling; soft-skills training job referral assistance.

Inter-City Services

3269 Adeline St. (& Alcatraz), Berkeley 94703

510-655-3552 M-F 8:30am-4:30pm

www.icsworks.com

Serves: Primarily low-and moderate-income Berkeley residents, age 18 and over; also serves other eligible residents of the East and West Bay, and veterans statewide.

Offers computer repair training; word processing/office automation training. High school equivalency (GED) test preparation program; job training/placement program emphasizing computer applications; job placement assistance.

Rubicon Programs

1918 Bonita (& Berkeley Way), Berkeley 94704

510-809-1300 M-Th 9am-4pm F 9am-noon

North Cities One-Stop Career Center

www.eastbayworks.org

Serves: East Bay residents, 14 & over.

Offers comprehensive employment services for unemployed and underemployed: vocational counselors, job preparation, work-based skills training, etc.

Workforce Services

www.rubiconprograms.org

Serves: Alameda County homeless 18 & over (must be referred by local shelter, or other approved agency).

Offers vocational counselors, job preparation, pre-employment training, work-based skills training, etc.

Youth

Berkeley Youth Alternatives (BYA)

1255 Allston Way (& Bonar), Berkeley 94702

510-647-0719, 510-845-9067 M-F 10am-6pm

www.byaonline.org

Serves: Low-income youth 14-21.

For teen students: job skills, resume building, tutoring, mentorship, college preparation. For young adults: work readiness and experience, job skills and preparation, assistance with job placement.

YouthWorks

1947 Center St. Basement (& Milvia), Berkeley 94704

510-981-4970 M-F 8am-5pm

www.cityofberkeley.info/employmentprograms

Serves: Berkeley youth ages 14-25.

Offers: Afterschool, summer, and year-round job placement; career counseling; job skills training.

Specialized

ASSETS Senior Employment Opportunities

150 Frank Ogawa Plaza, Suite 4353, Oakland 94612

510-238-3535 M-F 9am-5pm

www.oaklandhumanservices.org/services/seniorsdisabled/assets.htm

Serves: Residents of Berkeley, Oakland, Albany, Emeryville, and Alameda, 55 years and older.

Offers: Work experience and classroom training; job search assistance; employment and training resources, current job listings.

Also visit the North Cities One-Stop Career Center, at 1918 Bonita, Berkeley.

Swords To Plowshares

1060 Howard St. (& 7th St.), San Francisco 94103

415-252-4788 www.swords-to-plowshares.org

Drop-in Center: M,W,F 9am-5pm Tu,Thu 9am-noon

Serves: U.S. Veterans.

Offers: Employment counseling; job development and placement; job training assistance; substance abuse counseling.

To find more organizations in the BIN database:

-Go to www.berkeleypubliclibrary.org

-Click on *Community Organizations*

-Try subject search: "Employment/Labor"

Employment Resources: *Web sites and Books*

Web Sites

www.berkeleypubliclibrary.org

Learn A Test is a database of online practice tests for students, college applicants, career explorers, and those learning English. It also offers a wealth of information on job searches, resumes, and workplace skills. From the library's homepage, click on "Search Online Resources" and then "Education."

www.eastbayworks.com

Umbrella web site with links to many local job web sites. Click on "Job Seekers" for information.

jobstar.org

JobStar is a comprehensive online career search tool, funded by BALIS (Bay Area Library Information Systems.) Find links here to resume help, job ads, career guides and counseling, and more.

www.labormarketinfo.edd.ca.gov

Click on "Career Information" for a career assessment test, occupational guides, job search tools, and lots of other information from the State of California.

Good Books in the Berkeley Public Library Collection

To check the catalog for more titles search under the subject heading, *Vocational Guidance*, and related subjects.

The blue-collar resume and job hunting guide: secrets to getting and keeping the job you really want

By Ron and Caryl Krannich

650.14 K863b2 2007

The best resumes for a range of blue-collar jobs, plus tips on searches, interviewing, salary negotiations, and more.

Get the interview every time : proven strategies from Fortune 500 hiring professionals

by Brenda Greene

650.14 G830g 2008

Strategies and secrets from top companies on getting the job interviews you want

Knock 'em dead resumes: smart advice to make your online and paper resumes more productive

By Martin Yate.

650.14 Y27r 2008

Classic title on pulling together all the ingredients for a killer resume sure to get you noticed.

Monster careers: how to land the job of your life

By Jeff Taylor

650.14 T215m 2004

A guide to getting the job you want in the new world of work. Advice from recruiters, career counselors, and human resource professionals.

What Color is Your Parachute?

By Richard Bolles.

650.14 B638w 2007

Excellent self-assessment exercises as well as non-traditional job-hunting methods.

Your first interview: for students and anyone preparing to enter today's tough job market

By Ronald Fry

650.14 F947y2 2002

A step-by-step "first time" guide for students entering the job market, or professionals making a job change.

**This resource list is provided by Berkeley Information Network; serving the Berkeley Community since 1980!!!
Visit our online database of community organizations: www.berkeleypubliclibrary.org, or call: 510-981-6166**

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