

# Employment Organizations

## General Job Programs

### Berkeley WorkSource

#### First Source Employment Program

2180 Milvia St. First Floor (& Allston), Berkeley 94704  
510-981-4970 M-F 8am-5pm

[www.ci.berkeley.ca.us/housing](http://www.ci.berkeley.ca.us/housing)

**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](http://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](http://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

510-549-8820 M-W 9am-4pm, Th 9am-7pm, F 9am-noon

### North Cities One-Stop Career Center

[www.eastbayworks.org](http://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](http://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

510-845-9010 M-F 9am-6pm

[www.byaonline.org](http://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

2180 Milvia St. First Floor (& Allston), Berkeley 94704

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

[www.cityofberkeley.info/youthworks](http://www.cityofberkeley.info/youthworks)

**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](http://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

1433 Webster St. (& 15th) Suite 100, Oakland 94612

510-891-8773 [www.swords-to-plowshares.org](http://www.swords-to-plowshares.org)

Drop-ins: M-Th 9:30am-12pm

Appointments: M-Th 1pm-5pm

**Serves: U.S. Veterans.**

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

**To find more organizations in the Community Resources database:**

- Go to [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)
- Click on Explore
- Click on Community Organizations

**Try subject search: "Employment/Labor"**



This resource list is provided by the Berkeley Public Library (Community Resources)

<http://www.berkeleypubliclibrary.org>

510-981-6100 TTY 510-548-1240

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## Websites

The Berkeley Public Library's website has a trove of information on job hunting, career development, resume building, and employment resources. Go to [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org) and look for the following resources:

- **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."
- Librarians have started the research process for you! Check out the **Job and Career Resources Research Guide** compiled by library staff, featuring tons of links, tips, and book recommendations for job seekers. Areas featured include Career Development, Guidance and Training, Job Hunting, Resumes and Cover Letters, and Unemployment Insurance. From the library's homepage, click on "Research Guides," then "Job and Career Resources."

Here are just a few of the links listed in the Job and Career Resources Research Guide:

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

An excellent place to begin a job search. Find self assessment tests, job descriptions and salary expectations or to learn more about specific job prospects in California.

[www.eastbayworks.com](http://www.eastbayworks.com)

Umbrella web site with links to many local job web sites. Provides links to job listings, help with resumes, career exploration, and information on education and training, all with a regional emphasis.

[www.labormarketinfo.edd.ca.gov](http://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.

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

This site offers free, self-paced lessons on basic computing topics that are a fundamental part of using the Internet to look for a job. JobScout also offers an easy-to-use resume builder and links to job listings.

## 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.

### **Best Resumes for College Students and New Grads: Jump-Start Your Career!**

by Louise M. Kursmark

Call number: 650.14 K966b 2012

A resume and job-hunting guide for all kinds of students and recent graduates, from associate degree to PhD, including advice for non-traditional students, seekers of internships, and "average" students.

### **Blue Collar Resumes: Expert resumes for Dirty Jobs—and Clean Ones, Too**

by Steven Provenzano

Call number: 650.14 P948b 2012

Resume examples for all major trades, plus job-hunting and interview tips.

### **Job Interviews for Dummies**

by Joyce Lain Kennedy

Call number: 650.14 K383j2 2012

General guidance on job interviews, from personal presentation to acing difficult questions.

### **Knock 'em dead resumes: how to write a killer resume that gets you job interviews**

by Martin Yate

Call number: 650.14 Y27r 2012

Classic title on pulling together all the ingredients for a great resume that's sure to get you noticed.

### **What Color is Your Parachute?**

by Richard Bolles

Call number: 650.14 B638w 2011

Excellent self-assessment exercises as well as non-traditional job-hunting methods. Check out other titles in this series, including ones geared toward online job-hunting and teens



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