

Volume 21, Issue 4
April 2021



Summer Job Opportunities for Young Adults



Inside this issue:

Summer Job Opportunities for Young Adults

Need a Change? Don't Let It Derail Your Career Path

Going Places in Your Career? Explore the Possibilities

A Little Time Management Might Be Just The Thing

Workshop Calendar

Workshop Descriptions

Workshop Descriptions cont.

Did You Know...

Are you age 14-24? Do you want a summer job? The **Workforce New York Summer Youth Employment Program (SYEP)** may have a job for you!

This program is open to young adults (age 14-24) who are residents of Oswego County AND meets **at least one** of the following criteria:

- Low household income (e.g.: \$53,000 for a family of four), OR
- Currently receiving
 - TANF (Cash Public Assistance)
 - SNAP (Food Stamps)
 - Medicaid
 - HEAP
 - Foster Care

IMPORTANT!!!

All applicants must attend a work readiness/payroll enrollment workshop

AND an Oswego County employee orientation session.

Job opportunities are limited.

Call SYEP at (315) 591-9000 now for more information and to reserve your seat!

The Oswego County Workforce New York Summer Youth Employment Program (SYEP) provides paid work and job readiness training to empower young people (income eligible, 14-24 years of age) to develop their work interests, skills, and abilities. Participants earn their own money, build a resume, gain professional references and reinforce productive work habits and positive attitudes. Eligible applicants may be offered paid employment at the current NYS minimum

wage (\$12.50 per hour) for up to 30 hours per week from early July to the middle of August.

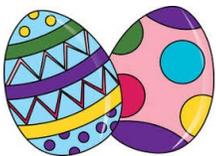
SYEP provides a variety of opportunities throughout the county, but placements may be limited in some areas. The work sites include local school districts, community-based organizations and Oswego County Conservation Corps (OC3) landscaping crews. Job opportunities include clerical trainee, custodial trainee, recreational program helper, OC3 crew member and more.

Public, private and not-for-profit employers are encouraged to apply as training sites too!

For more information or application packets you may contact:

Elizabeth Kapuscinski
Senior Employment Specialist
Oswego County Workforce New York
200 North Second Street
Fulton, New York 13069
(315) 591-9000

Elizabeth.Kapuscinski@OswegoCounty.com



SPECIAL POINTS OF INTEREST:

- * *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- * *Many workshops are available to assist you with your job search.*
- * *Our staff are ready to help you!*

200 NORTH SECOND STREET
FULTON, NY 13069
www.ocwny.org



PHONE 315-591-9000
TTY 315-591-9247
FAX 315-591-9009
FAX 315-591-9024

Need a Change? Don't Let it Derail Your Career Path

Promotions, lateral transfers, and other internal moves can breathe new life into your career. But you can stumble if you expect everything to remain the same just because you're still working in the same building. If you're considering a transfer of any kind, keep this advice in mind:

- **Choose your goal with care.** Don't apply for every opening in your organization. You may need a change, but you'll present a stronger image to your managers and co-workers with a clear plan for development and advancement.
- **Communicate with your manager.** The transfer shouldn't come as a complete surprise to your supervisor (or your colleagues). Talk the situation over with your manager, and emphasize how a new position will support your career goals. You don't want to appear disloyal to the people you've been working with.
- **Be prepared to fail.** You may find out you don't like the new job—and returning to your former position may be difficult, if not impossible. Don't burn your bridges, and keep your options open. A temporary transfer may be a good idea, rather than a permanent switch that leaves you without a lifeline.

Going Places in Your Career? Explore the Possibilities

- **Research your job.** Spend some time learning as much as you can about your profession. What are you worth in the job market? What skills and experience do people in similar positions have?
- **Join professional associations.** Find out what organizations people in your profession belong to. Join them, go to meetings, and get involved. Networking will help you find out what others know and what they've accomplished so you can plan your progress. Identify leaders in your field so you can contact them for advice.
- **Look inside your organization.** Find out what skills your organization expects from employees in the jobs you want to reach for. Talk to people

holding those positions about how they got there, what they wished they'd learned ahead of time, and what you can expect when you get the job. Sign up for seminars that point to trends and new ideas.

- **Get feedback.** Talk to people in your profession about where you are and what you need to learn. Ask colleagues what your major strengths are, and where you need to improve or grow. Always look toward the big picture—how does a particular skill or competency add value to your organization as well as to your own career goals?



A Little Time Management Might Be Just The Thing

Do you need to manage your time at work? Who doesn't, right? If you really want to shine at work, one of the first things you're going to have to take control of is your time. It always seems like there's not enough time to accomplish everything when you're working hard, but Bob Nelson in *1,001 Ways to Take Initiative at Work*, says there are steps you can take to rescue your time. Here is some of his advice:

- When you get to the end of your day, make a to-do list for tomorrow. Put whatever's most important to accomplish at the top of your list. That way when you walk in, you'll know just what you need to do and where to start.
- Make a commitment to arrive at work a half hour early every day. That way, you can get started on whatever's most important and work without interruption for that period of time.
- Don't jump down on your list to lower priority tasks until you have made enough progress that you are satisfied on your higher priority tasks.
- Use a calendar and plan. It will organize you, and you won't have to spend time asking what you're supposed to be doing. You'll already know.
- Go through your in-box at least once a day and prioritize it.
- Say goodbye to unimportant meetings. If you don't need to be there, don't go. Then, when possible, delegate to others.
- Take a couple of hours every week to sit down and look at your big picture goals. Are you getting there? Set or reset goals appropriately.
- Learn to say no. Be polite, but firm. Otherwise, you won't have the focus or energy to attain your goals.

April 2021



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call – 315-591-9000			1	2
5	6	7 9:30-11:00 Intro to Computers	8 10:00-11:00 Metrix (Virtual)	9
12	13 9:00-12:00 Word	14 9:00-12:00 Word	15 2:00-3:30 Eff. Interviewing (Virtual)	16
19	20 9:00-12:00 Excel 1:00-2:30 Internet Job Search	21 9:00-12:00 Excel 10:00-12:00 Eff. Resume (Virtual) 1:30-2:30 Social Media (Virtual)	22	23
26	27	28	29 1:30-3:00 TTW	30

Workshop Descriptions:

EFFECTIVE COVER LETTER-This workshop offers best practices to craft an effective, professional cover letter while avoiding the common pitfalls that can make hiring managers groan.

EFFECTIVE INTERVIEWING-Suggestions to prepare for a successful job interview and interview phases will be discussed.

EFFECTIVE RESUME WRITING-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

INTERNET JOB SEARCH-Learn to research employers, advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**

INTRODUCTION TO COMPUTERS-Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**

METRIX-An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses.

MICROSOFT EXCEL-Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts.

MICROSOFT WORD 2016-Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to

type a resume. Skills include formatting, spellcheck, managing bullets and graphics.

OVER 40 & HIRED-Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.

POWERPOINT 2016-Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share.

QUICKBOOKS 2014-Not just an accounting program, QuickBooks is used by front desk, customer service and sales. Learn the basics of accounts receivable, accounts payable, inventory and reports.

READY SET GO (TO WORK)-How to look for work, the hidden job market, selecting the best resume format, cover letters, discussion time for any questions.

SOCIAL MEDIA-This workshop will go through some social media platforms and how they can be used to enhance your job search process through privacy tools, online presence, company research and creating your personal online network.

UNDERSTANDING THE CIVIL SERVICE SYSTEM-Get a better understanding of how to obtain employment with local and state governments and school districts.

Did You Know...

- ⇒ **Did you know...**that Oswego County’s average unemployment rate for February 2021 was **8.0%**? There was no change from the January 2021 rate of **8.0%**.
- ⇒ **Did you know...**that we are on LinkedIn? To view job postings and other information go to www.linkedin.com and search for Oswego County Workforce New York.
- ⇒ **Did you know...**that we are on Facebook? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.
- ⇒ **Did you know...**that we are on Twitter? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.
- ⇒ **Did you know...**that you can visit www.mybenefits.ny.gov to determine eligibility for assistance programs, health insurance, and tax credits?
- ⇒ **Did you know...**that you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.
- ⇒ **Did you know...**that we have staff to help you in your job search if you receive SSI/SSDI? Stop in and see Lisa to learn more.

Partner Agencies/Websites

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.citiboces.org

Cayuga Community College
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.



Mark your Calendars!

Spring Outdoor Job Fair
5/12/2021
1:00-4:00



To see our most recent events and recruitments follow us on Social Media!

-  • Oswego County Workforce New York
• Oswego County Youth Works (Ages 16-24)
-  • Oswego County Workforce New York
-  • Oswego County Workforce New York

Please call or see the front desk attendant for more information.

- Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades
- If you’re interested in training or a scholarship, see your caseworker or call Mary at (315) 591-9026 or email her at mary.ferry@oswegocounty.com

Oswego County Workforce New York is an equal opportunity employer/program.
Auxiliary aids are available upon request to individuals with disabilities.