



JOB SEEKER RESOURCE GUIDE

A proud partner of the
AmericanJobCenter®
network

The help you need for the job you want!

Fostering the employment of northeastern North Carolinians by
enriching the skills and suitability of candidate employees
for regional businesses.



Username
Password
Forgot Username/Password
Sign In
Register
Select Language

94

Career Centers in NC

Find a Center

3,158

Resumes updated this week

Find a Candidate

123

New jobs posted today

Find a Job

4.4

Unemployment Rate

Find LMI Data

Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Search

Enter Keyword

Zip Code or City

Radius

Search

Advanced Search

News and Announcements

Job Seekers



Find a Job

Create a Resume

Career Information

Education and Training

Employers



Find a Candidate

Post a Job Opening

Obtain Labor Market Information

Recruitment Assistance

Resources and Services



NCWorks Veterans Portal

NC Youth Services

COVID-19 Unemployment Insurance Information

Workforce Transition and Community Assistance

Workforce Training Provider List

NC Eligible Training Provider List

H9A Agricultural Job Openings

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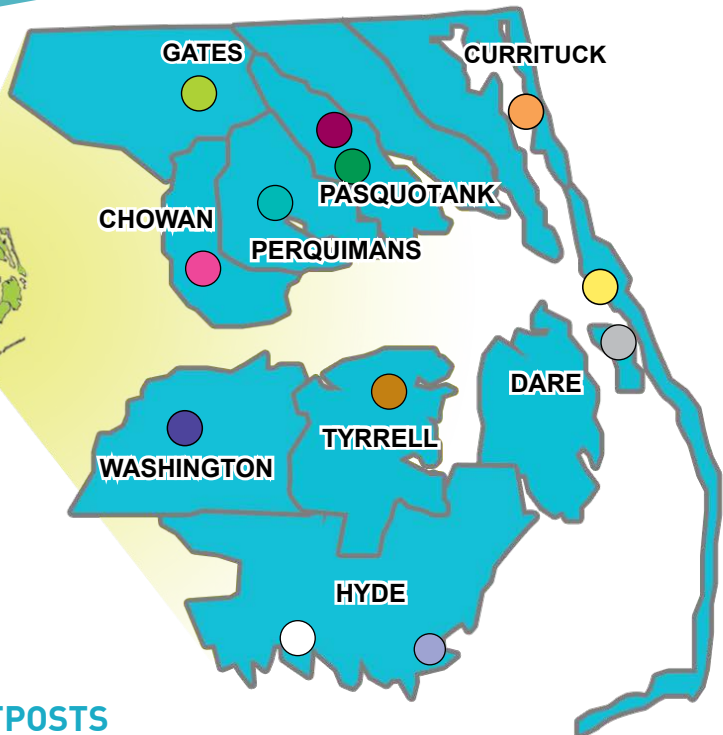
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LOCATIONS & CONTACT INFO



NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

Albemarle Commission Building
512 South Church Street, Hertford, NC 27944
Phone Number: (252) 426-5753

NCWORKS CAREER CENTERS AND OUTPOSTS

- NCWorks Career Center: Elizabeth City - Pasquotank**
1305 W. Ehringhaus Street, 111 Jordan Plaza
Elizabeth City, NC 27909
Phone: (252) 621-6350 *Wed: 8:30am - 6pm*
Mon/Tue/Thu: 8:30am - 5pm Fri: 8:30am - 2pm
- NCWorks Career Center: Dare County**
2522 South Croatan Hwy., Nags Head, NC 27959
Phone: (252) 480-3500
Monday-Friday: 8:30am - 5pm
- NCWorks Career Center: Edenton-Chowan**
118 Blades St., Building 3, Edenton, NC 27932
Phone: (252) 482-2195
Tuesday, Thursday: 8:30am - 5pm
- Beaufort County Community College - Roper**
P.O. Box 503, 100 Hwy 32 N., Roper, NC 27970
Career Advisor Cell: (252) 337-4128
Call for Hours
- College of the Albemarle - Elizabeth City**
1208 N. Road Street, Elizabeth City, NC 27909
Career Advisor Cell: (252) 331-3754
Call for Hours
- College of the Albemarle - Manteo**
132 Russell Twiford Rd., Manteo, NC 27954
Career Advisor Cell: (252) 312-6852
Call for Hours
- Currituck Department of Social Services**
2793 Caratoke Highway, Currituck, NC 27929
Career Advisor Cell: (252) 312-6852
Call for Hours
- Gates Department of Social Services**
P.O. Box 185, 122 Main St., Gatesville, NC 27938
Career Advisor Cell: (252) 337-4128
Call for Hours
- Hyde County Department of Social Services**
35015 US Hwy 264, Engelhard, NC 27824
Career Advisor Cell: (252) 312-6859
Call for Hours
- Hyde County Government Building**
30 Oyster Creek Rd., Swan Quarter, NC 27885
Career Advisor Cell: (252) 312-6859
Call for Hours
- Tyrrell County Finance Building**
108 Water Street Columbia, NC 27925
Career Advisor Cell: (252) 312-6859
Call for Hours

For more information, visit:
nwdbworks.com OR
ncworks.gov



ncworks.gov

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NORTHEASTERN WORKFORCE DEVELOPMENT BOARD & THE NCWORKS CAREER CENTERS



The NWDB is headquartered centrally in Hertford, serving North Carolina's 10 most northeastern counties, including: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties.

The purpose of the NWDB is to provide policy, planning and oversight for local workforce development programs, including the NCWorks Career Centers in the region, and to address workforce issues as identified by the communities that they represent.

NCWorks Career Centers

The NCWorks Career Center is the lead agency for promoting, delivering, and providing:

- Career Awareness
- Career Guidance
- Employability Skills

...to provide businesses with a skilled workforce.

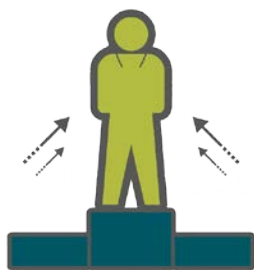


ASSISTING JOB SEEKERS WITH THEIR CAREER GOALS



PREPARING FOR YOUR CAREER

- Job Search
- Resumé Assistance
- Interviewing Skills



ADVANCING YOUR CAREER

- Career Pathways
- Training Services
- Soft Skills



SPECIALIZED SERVICES

- Veterans
- Re-Entry Services
- Limited English Proficiency



PREPARING FOR YOUR CAREER

Your career center can help you find work, improve your skills and connect you to other resources to help prepare for interviews and make a good impression on employers.

The following services are offered, at no charge:

CAREER EXPLORATION

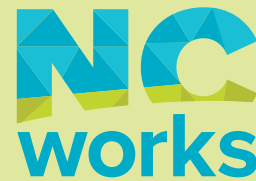


NCWorks Career Centers

Visit your NCWorks Career Center for 1-on-1 professional assistance. Professional Career Advisors are available to assist with your career needs through:

- Free assessment software to discover how your personality matches with careers where you live. Takes 2 minutes, ask about Traitify: careercenter-nencpathways.traitify.com
- Free workshops and software available to improve employability, communication and soft skills ask about WIN
- Access to computers, printers and fax machines at no charge, for use in your job search

JOB SEARCH



NCWorks Online

Find your next career 24/7 by using NCWorks Online: ncworks.gov

- Real time Labor Market Information to assist you in developing an effective job search strategy
- Use the wizard to build a professional resumé; create a Virtual Recruiter to contact you when a job matching your search criteria posts online
- Download the free NCWorks Mobile App
- Job listings spidered from major career sites such as America's Job Exchange, Career Builder, Hot Jobs, and Job Central from the National Labor Exchange



ncworks.gov

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Interviewing Skills

Our Career Advisors can offer you tips and strategies on how to give a winning interview!

- Develop confidence with opportunities to practice, using different interviewing styles
- Learn tips to improve your interview skills and tips for effective follow-up techniques

Dressing for Success

Our Career Advisors offer guidance on understanding how your dress contributes to your brand and impacts success.

- Learn how to present yourself professionally, what to wear vs. what not to wear, how to dress properly for interviews and while on the job
- Gain understanding of how others may see you and how that image can impact your employment

Resumé Assistance

Allow your resumé to serve as a marketing tool to market YOU!

Ask our Career Advisors to assist with:

- Tailoring your resumé to the job/career you want, to get the employer's attention
- What to include, exclude, or enhance on the resumé and how to customize per employer





ADVANCING YOUR CAREER

CAREER PATHWAYS

Career Pathways is an integrated collection of regional and local programs and services connecting youth and adults to the workforce through education and training for highly skilled careers in high demand industries.

NCWorks Career Advisors and school counselors can steer students and adults in the direction they need to follow for a pathway in a field that has a high demand for jobs. Pathways include:

- **Healthcare**
- **Advanced Manufacturing**
- **Agriscience & Biotechnology**
- **Business Support Services**

The websites nenccareerpathways.org and nccertifiedcareerpathways.com have more information.



TRAINING SERVICES

Opportunities may be available for career development through various local, state, and federally funded training programs to eligible job seekers interested in earning an associate's degree, certificate or diploma or making a career change.

- Obtain career exploration, guidance, counseling and planning toward self-sustaining employment
- Receive financial assistance with expenses associated with obtaining credentials, skills and education that can be obtained in the classroom or through work-based learning
- Assistance with tuition, books, travel expenses, childcare, testing fees and supplies
- Gain the skills needed to go from minimum-wage employment to livable-wage employment
- Obtain the skills needed to retain employment



WORKING SMART CLASSES

Ask a Career Advisor how a free soft skills class may benefit you. Working Smart is an interactive soft skills curriculum designed to provide the work and life skills needed to enhance employee productivity.

- Take any or all of the five-module course consisting of lessons about Self Awareness, Self-Management, Work Ethics, Communication Skills and Problem Solving. After course completion, individuals are awarded a certificate of completion and are eligible for a letter of recommendation to employers based on participation
- Enhance your resumé by showing potential employers your initiative to improve work readiness skills

Call the NCWorks Career Center near you to find out which tests are offered and to make an appointment. For more information and to sign up for this course, contact your local NCWorks Career Center.

PROVE YOUR SKILLS TO EMPLOYERS

When applying for a job, you may be required to demonstrate your knowledge of basic occupational skills. The NCWorks Career Center offers free pre-employability tools that can help:

Every occupation has an assessment for you to prove your skills:

- Office Skills, Data Entry, Typing
- Telephone Etiquette
- Cash Handling
- QuickBooks
- Basic Warehouse Knowledge
- Assembly and Matching
- Over 1,500 Tests Available!

Call the NCWorks Career Center near you to find out which tests are offered and to make an appointment.

ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE (CRC)[®]

Enhance your resumé by assessing your workplace skills.

The Benefits:

- Job seekers can provide employers with verifiable evidence of their job skills.
- Strong job skills can lead to higher-paying jobs. Show employers you have the skills to do those jobs!
- The CRC is recognized by employers and education entities nationwide. Its portable.

Take the CRC today to showcase your skills in Applied Math, Graphic Literacy, and Workplace Documents. Earn a Bronze, Silver, Gold or Platinum Level.

For more information about how to increase your score using free WIN software or to take the test at no cost, contact your nearest NCWorks Career Center.



SPECIALIZED SERVICES



The NEXTGEN mission is to provide an opportunity for eligible young adults, ages 16 to 24, to make informed decisions about their educational and career choices, find a career pathway to maximize their potential to succeed and become competitive candidates in the job market.

For more information: nwdbworks.com/nextgen/lets-get-started

Services include:

- High School Equivalency
- Paid Work Experience
- Education & Career Counseling
- Post-Secondary Education Prep
- Occupational Skills Training
- Tutoring Services
- Work Readiness Preparation
- Employability & Soft Skills Training
- Leadership Development
- Financial Literacy
- Labor Market Information
- Career Readiness Certificates
- Career Pathways Counseling
- Transportation & Child Care Assistance
- Job Referrals
- Resumé Development
- Entrepreneurial Skills Training
- On-the-Job Training



VETERANS

Learn how the skills you acquired in the military translate to the civilian and business sector. Veterans and eligible spouses are given priority of service at NCWorks Career Centers and are given 24-hour veteran preference on newly created job orders. We have specialized staff, all of whom are veterans, who work closely with veterans and employers to create more opportunities for veterans.



RE-ENTRY SERVICES

Career center staff ensure job seekers with a criminal record have the necessary resources to conduct an effective job search and to assist with being productive in the workforce. Additional services include:

- Help with resumés and a “letter of explanation” detailing reasons for their criminal record and/or incarceration
- Knowledge about employers’ policies concerning hiring former offenders
- Referrals to community organizations that assist former offenders
- Provide information on Federal Bonding and the Work Opportunity Tax Credit, which encourages employers to hire individuals who are qualified for open positions but face barriers to employment



LIMITED ENGLISH PROFICIENCY

For those who have Limited English Proficiency (LEP) technical assistance and guidance is available through the LEP program with translating resources available in numerous languages.

NCWORKS

POWERED BY NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

..... CAN HELP YOU FIND A JOB... IT'S EASY!

- 1 VISIT ncworks.gov**
It's free to all North Carolina Job Seekers!
- 2 SELECT**
Click Register > Individual
- 3 CREATE**
Choose a username and password.
- 4 REGISTER**
Complete your registration - All fields are required!
- 5 SEARCH**
Build your resumé and find a job!



..... To learn more, text “NCWorks” to 56512



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NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

512 South Church St
Hertford, NC 27944

Phone: (252) 426-5753
www.nwdbworks.com

www.ncworks.gov

