



Serving Penobscot, Piscataquis and Hancock Counties

The Career Advisor

News about careers in *your* community

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Connect with EMDC's Youth Program - YouthForce on Facebook.



Greetings,

As a current or former participant in one of Eastern Maine Development Corporation's workforce development programs you are receiving our e-newsletter. It's meant to provide an additional way to keep you up-to-date on our programs and to provide you with information and resources that you may find helpful as you - or others that you know - are working toward your career or employment goals .

Each issue of The Career Advisor highlights topics important to your job search and career development. You'll also find notices of upcoming workshops, events and community resources as well as success stories of participants like you.

We hope you find this newsletter of value and that you share the information with others you believe might need the types of services or assistance EMDC's programs provide. We'd love to hear from you about what you'd like to see in future issues of The Career Advisor. You can reach us by email at info@emdc.org or by phone at 561-4050.

Thank you.

Jon Farley

Director of Economic and Workforce Services

Networking

Networking is an important compliment to any job search. Throughout the region, there are numerous opportunities to connect with other professionals and community leaders.

FUSION is the "Bangor area's networking group for young professionals." They recently had a very successful Newcomer's Night (free appetizers and door prizes included) and will be hosting the next one June 4th, from 5-7 pm at The Rock and Art Shop in Downtown

Bangor. They also have a dodge ball league in the summer and a kickball league in the fall. To learn more, check out FUSION: Bangor on Facebook -- www.facebook.com/fusionbangor

PechaKucha Bangor is an event hosting eight presenters who cover a wide range of community-focused themes. Each presenter narrates a slideshow (or PowerPoint) comprised of twenty images, with 20 seconds allotted to each image. This phenomenon started in Japan in 2003 and has spread worldwide. The next one in Bangor's series is April 11th and you can learn more at: <http://www.pechakucha.org/cities/bangor-me> or PechaKachu Bangor on Facebook.

Big Gig is an event inviting entrepreneurs to pitch business ideas and connect with local commerce leaders. A judging panel of "Big Wigs" (local industry representatives) discusses the merits of each proposal. The next event is April 8th, at 5:30 pm at the UMaine Innovation Center. Please refer to their [Big Gig Facebook](#) page for more information.

Job Seeker Tips of the Month: Skype and Telephone Interview Guidelines

Here are few helpful tips to make your next Skype or telephone interview a success:

- Have your resume and cover letter printed out in front of you (or just off-screen if you are on camera), as well as a sample of the company's job description if available
- Dress professionally (even if it's a telephone interview, it gets you in the right frame of mind)
- Make sure you're in a quiet, controlled space (don't get caught off-guard; if you get a call from a number you don't recognize and are in a noisy environment, let the employer leave a message)
- Ask for a phone number you can call back in case you get disconnected
- Have a phone and/or computer charger readily available
- Do your homework; research the employer and have their mission statement and/or company goals written out, as well as questions for your interviewer (but refrain from sounding like you are reading from a script or having a bunch of loose papers on display if video conferencing)



**Are you pregnant?
A young parent?
Looking for a job?**

EMDC's Pregnant and Parenting program helps 16 to 24 year-olds who are pregnant or parenting develop a career path and obtain the skills to find a job.

And it's FREE.

EMDC's Pregnant and Parenting Program Contains:

- Career exploration
- Work Readiness training
- Parenting education
- Nutrition education & certification
- Continuous mentoring
- Countless new experiences
- Limitless possibilities
- Computer literacy
- Literacy skills
- Work experience

Interested?

Ages 16-21 Contact: Denise Smith—561-4028

Ages 22-24 Contact: Robin Thibodeau—561-4043



www.emdc.org/youth

Business Partner: Bangor Public Library

The Bangor Public Library has been working with EMDC to raise awareness about the services we offer, to host workforce events and Library staff are currently mentoring two EMDC customers (enrolled in our youth program) through paid work experiences.

One of those students, Chelsea Chavaree, is working with Lisa Frazell, Director of Marketing & Development, Public Relations and Public Programs. Chelsea has been working on creating brochures for new library patrons, fundraising campaigns and photographing events at the library.

Recently, EMDC and the Library co-hosted a job search event, "Accelerate Your Job Search" held at the library. The two hour event provided a coaching style atmosphere to help job seekers, including WIA and non-WIA customers learn how to better navigate the job search process.



Both organizations plan to continue their partnership and are currently planning additional events. Information will be posted on www.emdc.org/events as soon as it is available.

Did You Know...

The Top 50 Private Employers in Maine by Average Monthly Employment list (for the third quarter of 2013) was recently released by the Maine Center for Workforce Research and Information. Hannaford Bros. was number one, with Eastern Maine Medical Center and TD Bank North America representing businesses from the Eastern Maine region in the top ten.

FMI: [Maine's Top 50 Private Employers](#)

Customer Success Story

Each month, The Career Advisor will share the story of one of our customers who participated in the Workforce Investment Act (WIA) program. EMDC staff work closely with the business community, local agencies, and educational institutions to help our customers with training needs and through the job search process.

Our goal is to help you find the job and career that helps you meet your goals.

Lori

Lori became an EMDC customer last August when she enrolled in the Health Information Technology program. Lori attended soft skills training classes administered by EMDC and technical training (computer class, anatomy and physiology, billing and coding) through Bangor Adult Education, excelling in all aspects of her academic pursuits. She also attended resume building and interviewing workshops facilitated by EMDC, complementing the transferable skills she gained from her classes.

In January, EMDC had an opening for an administrative assistant and Lori applied. Her skills, combined with her enthusiasm and drive to succeed, made her a strong candidate. After an interview was scheduled, she came to the Career Center to brush up on her interview skills with several members of EMDC's Workforce team. She was selected to complete an OJT (on the job training) at EMDC. An OJT is a two month training program that will allow Lori to learn the responsibilities of her new position and fill the gaps in her skill set, while actively being employed. Congratulations Lori!

If you'd like to learn more about how EMDC's Workforce Program can help you be successful in learning new skills and reaching your career goals, contact us at 561-4050 or email Nancy McKechnie at nmckechnie@emdc.org

Upcoming Workshops and Training Opportunities

Space is limited for workshops. Early registration is recommended. All workshops are free for Workforce customers.

Workforce Development Workshops

EMDC's **Pregnant and Parenting Program** will assist 16-24 year-olds who are pregnant or parenting in developing a career path and obtaining the skills to find a job. And it's FREE.

- Career exploration
- Work Readiness training
- Parenting education
- Nutrition education & certification
- Continuous mentoring
- Countless new experiences
- Limitless possibilities
- Computer literacy
- Literacy skills
- Work experience

Ages 16-21, contact Denise Smith, 561-4028

Ages 22-24, contact Robin Thibodeau, 561-4043

Administrative Assistant Training

Free Classes begin April 1st for The Office 101. Participants must be enrolled in the Workforce Investment Act (WIA) Program through Eastern Maine Development Corporation. Gain the skills you need to succeed as an administrative professional. Classes will be held for 5 weeks on Tuesdays and Thursdays, from 1pm-5pm at Eastern Maine Community College, Rangeley Hall, Room 107. To apply for WIA, call 561-4050 or email nmckechnie@emdc.org. FMI: www.emdc.org/admintrain

What's Your Dream Job?

Find out at EPIC Maine April 24th from 10 am - 3 pm at Eastern Maine Community College. Ages 16-24. Chat with people working in your field of interest about the pros and cons of the job and how they got where they are. Meet Counselors and educators who can guide you through the educational and financial pathways you need to realize your goal!

Employability Workshops

Second and Fourth Thursday of every month
9 a.m. to 10:30 a.m.

Bangor CareerCenter, 45 Oak Street, Bangor

RSVP REQUIRED:

Amanda Grant agrant@emdc.org; space is limited

Financial Literacy Workshops

Second and Fourth Thursday of every month
1:00 p.m. to 3:00 p.m.

Bangor CareerCenter, 45 Oak Street, Bangor

Advanced registration required:

Career Center Reception 561-4050 ask for Janet Smith

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