

Greater Raritan

Workforce Development Board



NEWSLETTER

Career Resources & News for Employers and Job Seekers in Hunterdon and Somerset Counties

Summer Youth Employment Program starting in June



A summer employment program for youth in Hunterdon and Somerset counties is looking for interested employers to help provide paid internships for 30 young people in the two counties, as well as candidates to fill those positions.

In the summer of 2020, the Greater Raritan Workforce Development Board (GRWDB) sponsored a successful Summer

Youth Employment Program with funding from the New Jersey Department of Labor. On April 27, the GRWDB was awarded \$82,500 in funding to run this summer program again in the two counties and is looking for employer and intern participants.

The program is set to run from June 7 to Oct. 31. In the program, each participant, who must be

between the ages of 16 and 24 and can be in school or out of school, will work 25 hours per week over an eight-week period. Of that, 21 hours will be with employers; the other four hours will be spent doing weekly career webinars and work-readiness training using the SkillUp Greater Raritan online learning portal.

For the GRWDB Summer Youth Employment Program, any private or public employer in Hunterdon and Somerset counties with available remote or in-person part-time positions is encouraged to apply to be part of the project. These can be outdoor employment opportunities and on-site job offerings that abide by CDC guidelines, as well as totally remote work opportunities. Employer applicants can be from any size

Greater Raritan Workforce Development Board Summer Youth Employment Program
Help build our future workforce at no cost to you.

The Greater Raritan Workforce Development Board is looking for interested employers to help provide paid internships for 30 young people in Hunterdon and Somerset counties.

Duration: Eight-week period between June 7th and October 31st.
Age: Candidates must be between the ages of 16 and 24 and can be in school or out of school.
Requirements: Interns accepted into the program will work 25 hours per week, including four hours per week of different work readiness training led by staff and system partners, and mandatory completion of online courses offered through SkillUp Greater Raritan.

EMPLOYERS: Any employer in Hunterdon and Somerset counties with available remote or in-person part-time positions can apply to be part of the project. The internship opportunities can be in any sector in the two counties, from office or web support to recreational or nonprofit work. Employers will receive the full support to pay each intern.

Request for Applications (RFAs) for the program can be found at: <https://www.co.somerset.nj.us/Home/ShowDocument?id=41091>
The deadline for applications is May 5.

Anyone with questions can contact GRWDB Job Developer Jeanne Cassano at: jeanncassano@co.somerset.nj.us or call 908-541-3785

Greater Raritan Workforce Development Board | Somerset | Hunterdon

Virtual Information Session

Thursday, May 6, 2021
2 p.m.

This is a Virtual Information Session

Brock & Co. Inc., a family-owned food service company specializing in independent schools and corporate dining, is hiring. Find out everything you need to know at an upcoming Virtual Information Session, presented by the New Jersey Department of Labor and Workforce Development and the Greater Raritan Workforce Development Board.

Positions and Locations: The following positions are available at the company's Bedminster, Bridgewater, Far Hills and Florham Park locations: Cooks, Catering Attendants, Utility, Cashier and Prep Cook.

Info Session: Attendees will get details about the positions from company representatives, and have the opportunity to ask questions.

To register, use the QR code or this link: <https://bit.ly/3eBaxhp>. The event link will be provided upon completion of the RSVP.

Greater Raritan Workforce Development Board | Hunterdon County | Somerset County

Hiring events are hot!

Over the past four months, State Business Service Representatives Amanda Modale and Jessica Johannesen have conducted 13 virtual Information Sessions for eager area employers looking to dozens of open positions.

The sessions, which feature jobs and company information and can include on-the-spot interviews, have attracted 636 attendees. A range of employers have asked for these services: American Aluminum, Amneal, Anita's Angels, Center for Great Expectations, Eli Lilly, Kwenyan, Krapf Bus, Lowe's in Hillsborough, Magna-Power, Power Container, RathGibson, SHI and Walmart in Flemington.

New sessions are set for Anita's Angels (May 6), Brock & Co. (May 6) Geo-Technology Associates (May 7), and Peapack-Gladstone Bank (May 11). Check the GRWDB calendar for details and new sessions. To schedule a session, email Amanda Modale or Jessica Johannesen.

Applications from youth interested in taking part in Greater Raritan's Summer Youth Employment Program are due by May 10.

SYEP opportunities

From Page 1

company in the two counties; municipalities looking to fill summer recreational positions are welcomed to apply as are nonprofits looking for assistance.

The weekly workforce readiness training will be provided virtually by GRWDB staff and system partners, and interns will create their personalized learning plan using the thousands of courses available on SkillUp Greater Raritan. The intern's stipend will be \$12 an hour, per the requirements of the state program, for 25 hours per week for their eight-week internship/work experience. That means that each program participant will earn \$2,400.

"We envision that based upon our employer responses, and the availability of our intern applicants, internships will begin the week of June 14, with staggered start times," said Jeanne Cassano, the GRWDB's job developer and GRWDB summer program coordinator.

The employer Request for Applications (RFAs) for the program, which includes the internship job description form, can be found **here** on Somerset County's Purchasing Division website. The deadline for applications is May 5.

As employer applications are coming in, the GRWDB is accepting separate applications from eligible in-school or out-of-school youth who must live in Hunterdon or Somerset counties, and be 16 to 24 years old. The program aims to place up to 30 youth from the two counties who will be matched with the available positions. For a downloadable application, click **here**. The deadline to return material is May 10.

For details, Cassano at jcassano@co.somerset.nj.us.

What's new? Lots!

April saw the launch of several new programs and pilots projects for the Greater Raritan Workforce Development Board. These include:

- **Greater Raritan's Resume Portal**, powered by Hiration. This nine-month long pilot project gives residents of Hunterdon and Somerset counties free access to a powerful tool to build and review targeted resumes and cover letters. This digital career center includes: An AI-powered resume builder; An automated resume reviewer; A LinkedIn profile reviewer; A Cover Letter builder; An online portfolio builder.
- A **Chromebook Loaner program**: The GRWDB is collaborating with the Somerset County Library System of NJ to loan Chromebooks to clients in the WorkFirst NJ and SNAP programs. Twenty Chromebooks have been purchased using grant funding and will be loaned out to system clients during four-week periods managed by the library and case managers.
- A new **searchable, interactive platform on the Resources page** maps the top 25 employers in the two counties by their number of job postings and maps the businesses against transportation options.

Apprenticeships - Everyone's talking!

During the March board meeting of the Greater Raritan Workforce Development Board, there was a lot of talk about apprenticeships. And recently, apprenticeships have been the subject of increased information sharing in workforce networks because more programs are opening around the state. So, to keep up with the times, here is information on the timely topic:

- \$31M Federal Apprenticeship Opportunity Announced
- NJDOL Announces Pathways Leading Apprentices to a College Education (NJ PLACE 2.0) program
- NJDOL Announces \$3.5M in Funding for Growing Apprenticeships in Nontraditional Sectors (GAINS) program
- \$3.5M in Grants Available to Place Women in Apprenticeships

For more information, visit the NJDOLWD Apprenticeship website, or the USDOL Apprenticeship website. In addition, this WIOA Desk Reference on Registered Apprenticeships provides foundational details.

How we're working today

Through policy, oversight, and planning The Greater Raritan Workforce Development Board ensures that workforce training and education are responsive to and meet the needs of employers and job seekers. Since the COVID-19 pandemic began, your local workforce system, serving Hunterdon and Somerset counties, has continued to evolve how it provides services and reaches out to the community about those services.

Working with the Somerset County Public Information Office, system partners collaborated on videos to explain our mission and vision in these ever-changing times.

- Go **here** to hear about services for employers.
- Go **here** to hear about services for job seekers.
- Go **here** to hear about the Youth Employment Services (YES) Program.

In addition, the Greater Raritan One-Stop Career Training Center is working on new videos that highlight services. Look for those later this spring.

The Greater Raritan Workforce Development Board and its partners offer a variety of programs and resources to assist job seekers. This includes a local **literacy connection guide**, the new **Greater Raritan Resume Portal**, and **SkillUp Greater Raritan**.

The **GRWDB's Resources pages** also have links to the

One-Stop Career Center
Services for our Customers

- Individual career counseling and vocational assessment, including job placement assistance
- Search for specialized positions including veterans' priority, 511, an inflation pain reliever, and other programs
- Apply online and attend interviews to public career fairs
- Workshops and seminars that provide the most valuable resources to job seekers
- Free career assessment tests
- Free resume and cover letter writing assistance
- Employment training programs for the unemployed or underemployed
- Training programs that are in-demand and provide job security, responsibility and ability to earn more
- Training programs that allow applicants to avoid an overhead in production time from the moment they start
- Assistance with an affordable education that can be completed in only 18 months
- Access to the latest job postings and news

LITERACY = OPPORTUNITY

FREE online classes offered by the following agencies in Hunterdon and Somerset help adults:

- Earn a high school diploma • Learn English • Start training for a career

HUNTERDON COUNTY HUNTERDON COUNTY ESC veterans@hdcourtschool.org 908.237.5000 High School Diploma English Language Acquisition Basic Computer Skills	SOMERSET COUNTY HUNTERDON COUNTY ESC openings@hdcourtschool.org 908.541.5781 High School Diploma English Language Acquisition Basic Computer Skills
HUNTERDON HEIRLINE Heirline@hdcourtschool.com 908.792.4237 Literacy Services Service Area: Health Care/Manufacturing	JONVUE JonVue@hdcourtschool.org 908.722.2323/1112 English Language Acquisition Service Area: Health Care/Manufacturing
HUNTERDON COUNTY LIBRARY hdcourtschool@hdcourtschool.org 908.712.7005 Weekly English Conversation Group	FRANKLIN BOE FranklinBoe@hdcourtschool.com High School Diploma Literacy Volunteers of SOMERSET COUNTY litvol@hdcourtschool.org 908.723.5430 English Language Acquisition • Free Weekly Tutoring

state's **Cov-19 Information Hub** page which has a vast amount of resources. A COVID-19 Jobs and Hiring Portal also is updated regularly, and jobs postings in both counties are updated weekly.

Because of the pandemic, the **Greater Raritan One-Stop Career Training Service Centers** at 6 Gauntt Place in Flemington and 27 Warren St. in Somerville are closed to in-person visits. Staff continue to assist customers over the phone, via email and through virtual appointments, and an orientation session for new customers is conducted on Fridays. The training center also offers a robust series of monthly webinars on career-related topics. Call 908-541-5780 or email onestop@co.somerset.nj.us for assistance.

System services are varied. These include programs for residents of either county receiving **Temporary Assistance for Needy Families, General Assistance or Supplemental Nutrition Assistance Program**. As part of this program effort, the Greater Raritan Workforce Development Board has launched a **Chromebook Loaner Program** for eligible participants. Partner services also include the **Workforce Learning Link** to assist with basic literacy and computer skills and high school diploma equivalency work, and the **YES Program**.

ARE YOU ON TARGET FOR SUCCESS?
Join our free, virtual workshops to prepare for your future.

- GOAL SETTING
- JOB SEARCH TECHNIQUES
- RESUME WRITING
- INTERVIEW SKILLS
- SUCCESS AT WORK

OPEN TO ANY RESIDENT OF HUNTERDON AND SOMERSET COUNTIES RECEIVING:
Temporary Assistance for Needy Families (TANF)
General Assistance (GA) or
Supplemental Nutrition Assistance Program (SNAP)

WORKFORCE LEARNING LINK

- Get your high school diploma
- Upgrade your skills to enter an occupational training or post-secondary education program
- Enhance your basic literacy and computers skills to obtain or maintain employment

TWO LOCATIONS

HUNTERDON COUNTY 88 Warren Street, 3rd Floor Flemington 908.237.5000	SOMERSET COUNTY 27 Warren Street, 3rd Floor Somerville 908.541.6781
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FREE to eligible residents of NJ age 18 and up.
Click <http://bit.ly/33p7o4k> to complete an application

In addition, the **Greater Raritan One-Stop Career Center** at 75 Veterans Memorial Drive in Somerville is not offering in-person service. For the health and safety of staff and customers, services continue to be offered virtually or by telephone only. For information on career services, call 908-704-3000.

Virtual career services for job seekers also are highlighted on the **New Jersey Department of Labor and Workforce Development's website**. The site includes a section of Worker Benefits, Protections and COVID19. And remember that all unemployment-related services are offered through call centers and online. Visit <https://myunemployment.nj.gov>.

Build Your Resume - and Build Your Career

A well-structured resume is crucial to a successful job search. And a well-structured LinkedIn profile is crucial to your career-building efforts.

The Greater Raritan Workforce Development Board's new **Resume Portal**, accessible by residents of Hunterdon and Somerset counties, has a powerful tool to create and review targeted resumes, cover letters, and LinkedIn profiles.

This new free platform also helps job seekers improve their job search results. Users also may wish to view their LinkedIn resumes to compare candidates in the Greater Raritan One-Stop Career Center.

The digital career center includes:

- An AI-powered resume builder
- An assessment to measure interest in a LinkedIn profile
- A cover letter builder
- An online resume builder
- Interview preparation (downloadable resources)

To get started, go to the Resources • Resume Portal tab of www.dgrwdb.org. Read the instructions, go to the page link to create your account, and get started on building your career.

For more information, email info@dgrwdb.org or call 908-541-5780.

Looking for Industry Certification prep courses?

Get the training you need with **SkillUp Greater Raritan**
A free online learning portal

In today's challenging job market, an industry certification is a desired occupation for job seekers looking for career success. **SkillUp Greater Raritan**, a free program for residents of Hunterdon and Somerset counties sponsored by the Greater Raritan Workforce Development Board, provides self-paced training in Business, Desktop and IT certifications. More than 130 certifications are available. These include: Microsoft Office Specialist, Project Management Specialist, Professional in Human Resources, CompTIA A+ Network+, CCNA and more. And program users also may be eligible to have the cost of these separate certification exams covered by Greater Raritan partners.

During a **GoToWebinar** session, participants will learn how to access these and thousands of other courses available in SkillUp Greater Raritan, and receive other career and job resources.

WHEN: 3-4 p.m. Every Wednesday in May 2021

WHERE: On your computer in a GoToWebinar virtual webinar

No registration is necessary. To get the instructions go to the calendar tab of www.dgrwdb.org and click on May 5, May 12, May 19 or May 26, 2021, or contact career@somersetnj.us or call 908-541-5780.

Greater Raritan Drive-Thru Job Fair Spring into Action at RVCC

More than 300 positions available from 57 employers in Hunterdon and Somerset counties is featured in information packets handed out to job seekers during the Greater Raritan Workforce Development Board (GRWDB) Drive-Thru Job Fair, conducted on April 15 at Raritan Valley Community College, Branchburg.

Some 130 job seekers came to the event - most by cars, by one by bike, a few by foot and one by Uber.

Employers of all sizes in the two counties took part in the free event. The employers represented a range of industries, including healthcare, education, IT, logistics, manufacturing retail sales, restaurants, salons, the U.S. Post Office, and many more. Almost all of have multiple job openings. In addition, eight career-support agencies offered information. The packet can be found [here](#).

Remaining packets have been distributed to a variety of community partners, for pick up at these locations: Somerset County Library System of New Jersey, the Franklin Township Public Library, Somerset Community Action Program in Franklin, the United Way of Northern New Jersey, Raritan Valley Community College, state Employment Services and the Division of Vocational Rehabilitation, and Hunterdon County administration for distribution at key locations.

This was the GRWDB's second Drive-Thru Job Fair; the first, conducted last October at the



Here is a sampling of the materials shared by businesses in Hunterdon and Somerset counties looking to hire people right now.

Somerset Patriots TD Bank Ballpark, attracted 250 job seekers.

For the April 15 event, participating employers provided to the GRWDB 400 one-page recruitment flyers detailing their companies' available positions. The flyers were then made into individual packets and handed out at the event.

This is just one way system partners are assisting job seekers and employers. Individual virtual Information Sessions are being conducted several times a month for employers, and over the past year hundreds of thousands of emails about current open positions have been sent to job seekers in an ongoing Job Match project.

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Text OneStop to 56512
for information on One-Stop services and to receive text message updates on upcoming hiring events and workshops

Thanks for reading!

Past issues of the GRWDB newsletter can be found on the Events / Stay Informed tab of www.thegrwdb.org. Follow the GRWDB on Facebook, Twitter and LinkedIn. All board and committee meetings are open to the public; go [here](#) for the schedule and meeting packages. Finally, we are happy to meet with any business, community agency or public body in Hunterdon and Somerset counties to explain how system services work. We work directly with job seekers, too. Contact:

Paul Grzella, Director, 908-203-6044, grzella@co.somerset.nj.us

Sandra Addison-Britto, Business Finance Manager, 908-541-5723, addison@co.somerset.nj.us

Jeanne Cassano, Job Developer, 908-541-5785, jcassano@co.somerset.nj.us

