

WE ARE YOUR DOL



**Department
of Labor**

A proud partner of the American Job Center network

NEW YORK STATE CAREER CENTERS

Convenient NO COST Job Search Services
Western New York

CAREER COUNSELING & RESUME ASSISTANCE

Our counselors will help you assess your needs, skills, and interests. They will guide you through a step-by-step process to help you in your job search. Expert staff will help you write and design a resume that gets results. We will show you how to tailor your resume and how to market your skills on the Internet.

VIRTUAL WORKSHOPS

You can participate in virtual workshops with daily live presenters on:

- Job search strategies
- Managing job loss
- Networking
- Resume preparation
- Salary negotiations
- Interviewing skills

RESOURCE ROOMS

Our Career Centers provide access to computers, telephones, printers, copiers, and faxes at no charge.

JOB SEARCH RESOURCES, EVENTS AND RECRUITMENTS

Businesses throughout New York State list job openings with the Labor Department. You can review job boards and online job openings by visiting: myjobsny.usnlx.com/

Placement Specialists can also help you make a targeted job search. Many businesses use our centers to conduct job recruitments and on-site interviews.

statistics.labor.ny.gov/career-zone/career-calendar.shtml

VIRTUAL CAREER CENTER

The Virtual Career Center (VCC), New York State's premier online job search site, is designed to help people find their next career. Through advanced artificial intelligence, job seekers can match their skills and experience to opportunities available with New York businesses. dol.ny.gov/virtual-career-center-ind

ADULT BASIC EDUCATION / ENGLISH AS A SECOND LANGUAGE

We can refer you to no-cost courses to help you earn a high school equivalency diploma or to improve your English-language skills.

COURSERA

The New York State Department of Labor is partnering with Coursera, the leading online training provider. Through Coursera, unemployed New Yorkers will have access to nearly 4,000 programs across high-growth industries and can hone skills in data science, business, and technology. Many of these programs are pathways to certifications and can help elevate your career.

VOCATIONAL CLASSROOM AND ON-THE-JOB TRAINING (FOR THOSE WHO QUALIFY)

We can refer you to short-term training for long-term careers. *Subject to funding availability and program regulations*

ACCOMMODATIONS AND ADAPTIVE TECHNOLOGY

If you have a disability and need an accommodation or assistance in order to fully benefit from services offered at the Career Center, please let our staff know. We have adaptive technology to help you access resources, including: screen readers, magnifiers, text-to-speech software, TTY text telephone, trackball, and large-print keyboards.

DIGITAL LITERACY

Digital literacy skills are needed to seek, obtain, and retain employment.

Our Career Centers offer NorthStar digital literacy assessments and training on:

Essential Computer Skills - Basic Computer Skills; Internet Basics; Using Email; Windows; Mac OS

Essential Software Skills - Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Google Docs

Using Technology in Daily Life - Social Media; Information Literacy; Career Search Skills; Digital Footprint

FIND YOUR CAREER CENTER

www.labor.ny.gov/career-center-locator

WESTERN NEW YORK CAREER CENTERS

ALLEGANY COUNTY EMPLOYMENT AND TRAINING CENTER

6 Wells Lane
Belmont, New York 14813
585-268-9237
www.alleganyco.gov/departments/employment-and-training

BUFFALO EMPLOYMENT & TRAINING CENTER

77 Goodell Street
Buffalo, New York 14203
716-856-5627
www.workforcebuffalo.org

BUFFALO CAREER CENTER

284 Main Street
Buffalo, New York 14202
716-851-2600

CHAUTAUQUA WORKS DUNKIRK CAREER CENTER

407 Central Avenue
Dunkirk, New York 14048
716-366-9015
www.chautauquaworks.com

CHAUTAUQUA WORKS JAMESTOWN CAREER CENTER

4 E. 3rd St
Jamestown, New York 14701
716-661-9553
www.chautauquaworks.com

LOCKPORT WORKSOURCEONE CAREER CENTER

272 S. Transit Street
Lockport, New York 14094
716-433-6766

WORKSOURCEONE CAREER CENTER, TROTT ACCESS CENTER

Niagara County E&T 1001 11th Street
Niagara Falls, New York 14301
716-278-8281
www.worksource1.com

CATTARAUGUS CAREER CENTER

175 North Union Street, Suite 4
Olean, New York 14760
716-379-6428
www.cattco.org/one-stop

ERIE COMMUNITY COLLEGE CAREER CENTER

Gleasner Hall, Room 166
6205 Main Street
Williamsville, New York 14221
716-270-4444
www.ecc.edu/onestop/

WILLIAMSVILLE CAREER CENTER

4175 Transit Road
Transitown Plaza
Williamsville, New York 14221
716-634-9081