

2024  
2025

## PROGRAM SCHEDULE

# RIGHT NOW SOMEONE IS TAKING THE JOB YOU WANT!

## RETURN TO WORK WITH THE CAREER GATEWAY!

A program to help those age 50+  
enter or return to the workforce

The Career Gateway! registration is easy,  
but space is limited, **so sign up today!**

**Complete one copy of the form below for  
each participant**

*Photocopies are acceptable. Please print.*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

### Enclose payment of \$75

*Make your check payable to "Jewish Council for the Aging."*

**Or use your credit card (please check one)**

Visa    MasterCard    American Express

Name as it appears on card: \_\_\_\_\_

Account #: \_\_\_\_\_

Security code: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Amount (\$): \_\_\_\_\_

Signature: \_\_\_\_\_

### Select the session of your choice

*Indicate #1 for first choice, #2 for second choice, etc.  
Five, 6-hour classes, over two weeks*

Session	Class Dates
___ Session 1	September 16, 18, 20, 23, 25 – 2024
___ Session 2	October 28, 30 & November 1, 4, 6 – 2024
___ Session 3	January 13, 15, 17, 22, 23 -- 2025
___ Session 4	February 24, 26, 28 & March 3, 5 – 2025
___ Session 5	April 7, 9, 11, 15, 16 -- 2025
___ Session 6	June 9, 11, 13, 16, 18 – 2025

\*Check whether your session will be in-person or virtual. Call  
301-255-4215 or email Career.Gateway@AccessJCA.org for  
additional information.

**Mail your registration to The Career Gateway JEWISH  
COUNCIL FOR THE AGING,  
12320 Parklawn Drive, Rockville, MD 20852**

Would you like to receive information about other  
JCA programs?  Yes  No



The Career Gateway! is a program for active and  
potential jobseekers. The Career Gateway! provides  
invaluable training and individualized attention.

### At \$75, the cost is amazingly low!

It may be tax-deductible as a job search expense.

With five, six-hour classes, over two weeks, this works out  
to under \$3 per hour of class time.



### By enrolling in The Career Gateway!, you will learn how to:

- Turbo-charge your resume, using words and formats that grab employers' attention
- Hone your interviewing skills to make a dynamic first impression in person, virtually, or by telephone
- Network effectively, using a "30-Second Elevator Pitch" and a "Two-Minute Drill" to establish contacts locally and online
- Discover the hidden job market including the Internet and social networking
- Develop a personal job-search plan, providing structure and organization to your job-hunting
- Enhance your social networking skills

### The course also includes:

- An overview of today's job market, with particular attention to challenges facing experienced workers
- Ways to handle gaps in your work experience and address age or compensation issues
- Easy-to-use forms for planning and managing your job-search campaign
- Techniques for sustaining job-search momentum in the face of rejection
- Techniques for answering interview questions
- Pointers for selecting and giving reference names to potential employers
- Writing effective cover letters, follow-up letters, thank-you notes and other materials
- Tips for responding to job advertisements
- Techniques for contacting recruiters
- Pointers for negotiation of job offers and choosing among multiple offers

**Classes meet from 9 AM until 4 PM. See the registration page for session dates. We have had great success conducting these sessions as an interactive, Zoom™, online experience. The format for future sessions may continue to be offered virtually or may be offered in-person. Check, when registering, whether the session will be held virtually or in-person at our JCA facility, 12320 Parklawn Drive, Rockville, MD. For more information, call 301-255-4215 or email Career.Gateway@AccessJCA.org.**

If the session meets in person, and Montgomery County Public Schools have a delayed opening or are cancelled, then the Career Gateway! class will be cancelled and re-scheduled.

*The Career Gateway is made possible by generous funding from Montgomery County Aging and Disability Services, The Morris and Gwendolyn Cafritz Foundation, and JCA -- The Jewish Council for the Aging®.*

- Tired of sending resumes with no response?
- Overwhelmed by Internet job search sites?
- Unsure how to market yourself?

## THE CAREER GATEWAY! IS HERE TO HELP.

### This innovative program consists of a series of workshops featuring:

- Individual attention and small classes
- A long-term mentor
- Intensive training
- Comprehensive take-home materials
- Tips for creating or improving your LinkedIn Profile
- Choice of session dates
- Optional employment-related tech training

### Space is limited. Sign up now!

For more information call  
301.255.4215 or 703.425.0999  
visit [WWW.ACCESSJCA.ORG](http://WWW.ACCESSJCA.ORG)  
or email [Career.Gateway@AccessJCA.org](mailto:Career.Gateway@AccessJCA.org)



Dr. Elisse Wright Barnes, JD, PhD, is the facilitator for the Career Gateway program and offers LinkedIn training as part of the CareerTech program. As Your LinkedIn Driving Instructor, Dr. Barnes is an accomplished LinkedIn trainer, communications strategist, and workforce educator, teaching 50+ jobseekers how to harness the power of LinkedIn for job searches, career transitions, encore entrepreneurship, and nonprofit leadership.

As the Owner, CEO, and Lead Trainer at Of A Certain Vintage Workforce Education, LLC, Dr. Barnes provides small group LinkedIn "driving lessons" and "Mindset Reset" sessions focusing on the unique learning styles and concerns of adults 50 and better to graduate schools, libraries, alumni programs, and nonprofits. She also teaches non-profit leaders to use LinkedIn for effective donor research, supporter engagement, and board member recruitment.

Dr. Barnes is a graduate of the Senior Leadership Montgomery program, Yale College, Stanford Law School, and the Ohio State University, and is a member of the International Association of Workforce Professionals and the National Association of Workforce Development Professionals.

*"...the class has provided me with a new look. Instead of just worrying, I have concrete steps to take...I can move forward in my job search."*

- Lori R.

## JCA Policies

**Privacy:** JCA is committed to maintaining the privacy of your personal information. We will not share it with others. For details, see [accessjca.org/legal](http://accessjca.org/legal).

**Client Acceptance:** JCA strives to be as inclusive as possible in all that we do and our clients have the right to expect compassionate service from us. Sometimes, however, we may need to make the difficult decision of denying a person or group the option to enroll in our programs or continue to participate in them. We reserve the right to make lawful decisions that we believe are in the best interest of our clients and each program.

**Registration:** JCA will accept registrations in the order we receive them and will confirm your registration in writing or by e-mail. If you wish to withdraw from a registered class and receive a full refund, JCA must receive your written notification at least two full weeks before the first class of the session for which you have registered. There are no refunds thereafter. You may email your refund request to [career.gateway@AccessJCA.org](mailto:career.gateway@AccessJCA.org), fax it to 301.231.9360, or mail it to The Career Gateway, 12320 Parklawn Drive, Rockville, MD 20852. Your request is not valid, however, until JCA acknowledges it in writing.

**Check Acceptance:** Returned checks incur a \$35 fee. A payment by check is considered authorization to convert that particular check into an electronic fund transfer. If your check is unable to be converted, it may be processed as a Check Replacement Document drawn against your account. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. You have the right to opt out of Electronic Conversion. If you choose to exercise this right, write the words 'Opt Out' in the memo field of your check and JCA will process it as a draft against your account.

**Special accommodations:** For accommodations that could ease your participation in the program, email [career.gateway@AccessJCA.org](mailto:career.gateway@AccessJCA.org) or call 301.255.4200 or 703.425.0999.

**Changes:** JCA may change the nature and fee schedule of its programs at any time and without written notice.

*"I had never turned 50 before, never survived a pandemic, and never been away from the paid workforce for so long. Between the amazing speakers, detailed handouts and thought-provoking exercises, I was definitely able to retool, recharge and reinvent!"* - Tej G.



Helping All Seniors Thrive™

#### JCA offers:

essential employment assistance, comprehensive information services, intergenerational programming, safe transportation options, and more.

JCA's senior employment programs are national award winners. We serve people of all faiths, ethnicities, and income levels.

See our two-minute video about *The Career Gateway* at [AccessJCA.org/Career-Gateway/](http://AccessJCA.org/Career-Gateway/)



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