

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 14, 16, 17, 21, 23 - 2020
____ Session 2	November 9, 11, 13, 16, 18 - 2020
____ Session 3	January 19, 21, 22, 25, 27 - 2021
____ Session 4	March 1, 3, 5, 8, 10 - 2021
____ Session 5	April 19, 21, 23, 26, 28 - 2021
____ Session 6	June 7, 9, 11, 14, 16 - 2021

**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 course has re-energized me, restored my confidence and my eagerness.” – Betsy M



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/



Agency
8127



Agency
#52847

**The Career Gateway
JEWISH COUNCIL FOR THE AGING®**
12320 Parklawn Drive, Rockville, MD 20852

**301.255.4215 • 703.425.0999
FAX: 301.231.9360
WWW.ACCESSJCA.ORG**

July 2019

**2020
2021**

**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*

- 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**
or email **Career.Gateway@AccessJCA.org**



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, on Zoom™, or by telephone
- Network effectively, using a "two-minute drill" to establish contacts locally and in cyberspace
- 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 9AM until 4PM. See the registration page for session dates. During the COVID-19 pandemic, classes will be conducted through an interactive Zoom™ online experience with other students, our trained facilitator, presenters, resume reviewers and mentors. Prior online sessions have been a resounding success! In-person classes (after COVID) will be held at JCA's facility at 12320 Parklawn Drive, Rockville, MD. Check whether your session will be in-person or virtual. 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, Adventist HealthCare, and JCA—the Jewish Council for the Aging®.



Dr. Elisse Wright Barnes, JD, PhD, is the Career Gateway class facilitator. She is a LinkedIn trainer, communications strategist, and workforce educator who teaches adults 45 and older how to harness the power of LinkedIn for job searches, career transitions, nonprofit leadership, and entrepreneurship.

As the Owner, CEO, and Lead Trainer at Of A Certain Vintage Workforce Education, LLC, Dr. Barnes provides LinkedIn training in partnership with public library systems in Maryland and New York, workforce and business development organizations throughout metropolitan Washington DC, and graduate school and alumni programs throughout the United States. In addition to being the class facilitator, Dr. Barnes, known as Your LinkedN Driving Instructor, provides LinkedIn training as part of the JCA Career Tech program. She also teaches nonprofit leaders to use LinkedIn for effective donor research, supporter engagement, and board member recruitment.

Dr. Barnes is a member of the Montgomery County Board of Elections, co-chair of the Friends of White Oak, and vice-chair of the Board of Directors of the Nonprofit Village. She is a graduate of the Senior Leadership Montgomery Class of 2018, Yale College, Stanford Law School, and the Ohio State University where she earned a doctorate in the history of U.S. foreign policy.

“...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.

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, 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 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.