

Job search resources at your fingertips: help with making that connection

There are many questions when it comes to job search. How do you find out what your employment options are? How do you approach an employer about their hiring needs? How do you prepare for the application process, the interview, and the first days on the job?

The following pages list programs and resources from across the Island that can help with your job search.

Do you need details about jobs in specific sectors?

PEI Career booklets are available for most of the following sectors. Call for hard copies. These websites provide current and local content to help explore many PEI occupations.

- Aerospace 892-3177, www.aerospacepei.com
- Culture 367-4460, www.peiculture.ca
- Health 367-4460, www.peihsc.ca
- Innovation and Technology 566-3988, www.itap.ca
- Residential Construction 367-3366, www.peircsc.ca
- Trucking 566-5563, www.peitsc.ca
- Tourism 566-5008, www.choosetourism.ca
- Agriculture 892-1091, www.peiagsc.ca

To find all job booklets on-line, visit www.employmentjourney.com. Scroll down and click on **PEI Career Booklets**.



PEI BioAlliance hosts and participates in many business development and educational activities, speaker presentations and special events related to Human Resources, Research and Innovation, and Commercialization. They also host many networking and social events for the PEI Bioscience Cluster.

For more information, call 367-4400.



Their website includes a list of bioscience job postings. There is also a section where job seekers can list their education and job experience.

Visit www.peibioalliance.com and click **Careers**.

PEI Trucking Sector Council offers information sessions to anyone interested in a career as a class 1A professional truck driver. Presentations cover a broad range of topics including the demand for industry workers, salary expectations, impact on family life, training options, and the realities of life on the road.

Sessions are offered every two weeks. For more information, call 566-5563. Visit www.peitsc.ca



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Association for Community Living

has positions available working with children living with intellectual disabilities. They are also looking for volunteers for various programs such as the **Peer Buddies** program.

Call 566-4844 or e-mail info@peiacl.ca. Visit www.peiacl.ca



PEI Agriculture Sector Council Employment Officers

assist job seekers to find full-time, part-time or seasonal employment in agriculture and provide access to job listings. They also help employers recruit skilled workers, provide access to a database, and match workers and farmers. They assist in developing job advertisements and post them on the website. They also provide information on where to obtain training in agriculture for both employees and employers.

Offices are open from April to December. To speak to an agriculture employment officer, call:

O'Leary - Future Tech West: call 726-3044 or 1-855-726-3044 or e-mail jobswest@peiagsc.ca

Summerside - Access PEI: 724-3230 or 1-855-724-3230 or e-mail jobs@peiagsc.ca

Souris - Souris Mall: call 743-3012 or 1-855-743-3012 or e-mail jobseast@peiagsc.ca

For a list of employment opportunities, visit www.peiagsc.ca



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PEI Association for Newcomers to Canada (PEI ANC)

serves people who are first-generation immigrants to Canada. They offer employment assistance services including labour market information, resumé and cover letter preparation, job search and interview techniques, assistance regarding education and training options, and assistance with credential recognition processes.

For more information, contact **Jennifer Jeffrey** at 368-3070 or e-mail jennifer@peianc.com. Visit www.peianc.com



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Boys and Girls Club

of Charlottetown provides services for homeless and at-risk youth ages 16 to 29. The **Survival Centre for Youth** is a drop-in service which offers a job board updated daily with all categories of work. Assistance is also available for writing resumés and cover letters and preparing for interviews. They aim to link prospective employers with job-seeking youth, and focus on employability skills and other training.

The Survival Centre is open Monday to Friday from 5:30 pm to 9 pm. Call 894-5884 during opening hours.

For more information, call **Krista O'Brien** at 892-1817.



CAP Sites across PEI deliver a variety of services that can help PEI job seekers.

Social Networking: access to networks and corresponding with contacts is one of the most efficient ways to find employment.

Education: access to educational and training resources such as on-line module courses and GED preparation programs. Access to IT workshops is also offered on site.

Government services/programs: access to on-line services and programs such as financial aid, provincial bursaries, and government employment initiatives.

Employment-related information: access to the Job Bank and websites of companies that may be hiring. You can also find information about interview preparation, job applications and industry sectors.

Visit the CAP Site nearest you or go to www.peicaps.org for a full list of locations and services.



Canada Business Service Centre delivers information about financing sources, business strategies, marketing and promotion, government regulations and programs for entrepreneurs.

Visit the centre at 100 Sydney Street, 3d floor, Charlottetown or call 368-0771 or toll-free: 1-888-576-4444.



Check <http://canadabusiness.ca>

Canadian Youth Business Foundation Program (CYBF)

provides up to \$15,000 in start-up capital for entrepreneurs between the ages of 18 and 34 and can also provide referrals to other sources of loans and assistance. When you receive funding from CYBF, BDC can provide a loan of twice the initial loan for added financial support.

CBDC Central PEI and CBDC West Prince Ventures Ltd. deliver the program across the Island.

For more information, call Summerside: **Tania Bernard: 888-3793** or tania.bernard@cbdc.ca or **Alberton: Maxine Rennie: 853-3636** or maxine.rennie@cbdc.ca. Visit www.cybf.ca



Community Connections Inc. is a non-profit organization which provides a range of employment, residential, and support services to adults with intellectual disabilities in East Prince. They assist individuals to develop to their full potential, support them to access and use community resources, and empower them to contribute and participate in a meaningful way within their community.

For more information, visit www.communityconnectionsinc.com. Contact **Frank Costa** at 436-7576 or e-mail info@communityconnectionsinc.com



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PEI Career Development Services Inc.

provides

- Resource Centre with Internet access for job search and labour market research
- Job Board in each location and also on-line at www.careerservicespe.com
- Confidential assistance with career planning, training, job search, and applications for funding

To be eligible for free services, individuals must meet at least one of the following criteria:

- Unemployed
- Working less than 20 hours a week
- Expecting a lay-off notice
- Leaving job for medical reasons

Locations:

- **Montague:** 838-5485
- **Souris:** 687-1526
- **Charlottetown:** 626-2014
- **Bloomfield:** 859-2776
- **Summerside:** 436-0706
- **Wellington:** 854-4156

Visit www.careerservicespe.com



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Community Inclusions Ltd.

provides employment, residential and training services to adults with intellectual challenges in western PEI. Some clients work for local businesses supported through the organization's Employment Unit, while others attend Vocational Services at the Maple House Centre in O'Leary or the Tignish Training Centre.

They operate a residence in Tignish and in Alberton. They also coordinate various community-based residential placements in the region. The administration office is in Bloomfield.

For more information, contact **Kevin Porter** at 853-3944.

Visit www.communityinclusions.com



Employment Unit is funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

East Prince Youth Development Centre

is geared to youth 15 to 30 years of age.

The centre provides support and assistance with:

- Resumé and cover letter writing
- Guidelines for doing an effective job search
- Job board (updated daily)
- Program referrals
- Free workshops
- Internet access/basic computer training
- Resource library
- Job referrals
- and much more.

Location: 223 Water Street, Summerside

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Website: www.epydc.org

To find out about upcoming workshops, contact **Melissa MacDonald** at 436-2815.



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Employment Opportunities

is a division of **Inclusions East Inc.**, which is part of Kingswood Centre in Montague. They offer employment services such as needs assessment, case management, employment readiness and job coaching to individuals with intellectual disabilities in Kings County.

Contact **Lori MacMillan (Lori Mac)** at 838-2516 or e-mail lori@kingswoodcentre.com



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PEI Council of People with Disabilities

offers assistance with career decision making, skills enhancement, and job search, including resumé and cover letter preparation, job maintenance, and pre-employment training. They also do direct marketing, applications for wage subsidies, and job coaching.

Contact **Cathy Rose**, Employment Manager, at 892-9149 ext. 225.

They also offer **Work Abilities Pre-Employment & Career Exploration** sessions one day a week.

They will cover:

- job search techniques
- career assessment and planning
- employability skills including resumé development
- life skills.

Class sessions:

- Souris: call 838-5878
- Summerside: call 436-9259
- Montague: call 838-5878
- Charlottetown: call 892-9149 ext. 227

They also offer a **Job Club** to assist with job searching techniques and support. It is a chance to meet new people and begin your networking opportunities.

Class sessions: Charlottetown: call 892-9149 ext. 227

Employment Specialists:

Kings County: Judy MacLeod 838-5878

Queens County: Patricia Allen 892-9149 ext. 226

Prince County: Nancy Marie Arsenault 436-9258

Visit www.peicod.pe.ca



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Harbourview Training Center Inc.

in Souris provides a broad range of support services to clients with an intellectual disability. They offer skill enhancement programs and assist and support clients to gain meaningful employment in the community and provide learning activities for individual skill development.

Contact **Judy Hennessey**, Executive Director, at 687-3032.

Visit www.harbourviewtrainingcenter.ca



Harbourview is a non-government agency operated by a board of directors who receive a funding grant from the Department of Community Services, Seniors and Labour.

Fitzroy Centre provides a wide range of supports and services to adults who have experienced mental health issues. With a focus on recovery, supports include pre-vocational programs, housing, employment, and education.

Each individual is encouraged and supported to attain their highest level of independence and to return to the workforce.

At **Fitzroy Centre Employment Services**, experienced employment counsellors work with clients in the following four areas: career decision-making, skills enhancement, job search and employment maintenance.

Job Skills Training is provided through group sessions and one-on-one. The pre-vocational program also offers an opportunity to practice and develop skills.

The Resource Area provides current resource material and job board, computer access, labour market information, and individual assistance.

The Transitional Employment program, in partnership with local employers, offers term entry-level employment placements, allowing clients to gain valuable work experience and the opportunity to return to the work force. This program operates in partnership with local employers.

Hours: Monday to Friday 8:30 to 4:30

Location: 170 Fitzroy St. Charlottetown

For more information, call 566-4463.



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement

John Howard Society assists Island offenders in the difficult transition from institutional to community living. They offer Employment Assistance Services. The individual and staff work together to develop an employability plan that meets the client's needs.

For more information, call **Bob Doyle**, Outreach Worker, at 566-5425

or visit the office at 163 Queen Street, Charlottetown. Visit <http://pei.johnhoward.ca>



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement and Community and Correctional Services of PEI.

Mi'kmaq Confederacy of PEI

Employment Services operates three employment centres across the province:

- Prince County: contact **Curtis Reilly** at 831-3245
- Queens County: contact **Betty Gordon** at 626-3834
- Kings County: contact **Faye MacLean** at 676-2353 ext. 102

For more information, visit www.mcpei.ca



Funded by The Government of Canada Aboriginal Human Resources Development Strategy.

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Passport to Employment is a joint provincial and federal government strategy designed for Island workers ages 55 to 64 who wish to re-enter the workforce. Sessions are held across the province.

Training involves five to six weeks of classroom time. Participants enhance their resumé, cover letter, interview and computer skills. Personal awareness training is a large component of the program. Post course employment mentoring is provided.

It is hoped that by the end of their training the majority of the class will have had an interview and have secured employment.

For more information, contact **Yvonne** at 620-3857 or **Michael** at 620-3436.



Rural Community Learning manages three **employment resource centres** in West Prince. The centres offer unemployed individuals assistance with preparing a resumé, cover letter, and filling out work application forms. There is access to computers, photocopier and fax machine for employment purposes.

The Tignish centre is open year-round Monday to Friday from 8:30 a.m. to 4 p.m.
Contact **Ruby Arsenault** at 882-2498.

The Alberton and St. Edwards locations are open Wednesdays 8 a.m. to 4 p.m. during July & August.

In **Alberton**, contact **Valerie Gallant** at 853-2646

In **St. Edwards**, contact **Priscilla Handrahan** at 882-2352



Funded in whole or in part through the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Self Employ PEI is administered through SkillsPEI, a division of the Department of Innovation and Advanced Learning.

The program assists individuals by providing financial support, business training, and counselling during the development and implementation of their business plan.

For more information, contact:

Montague:

Karl Johnston, Active Communities Inc.,
.....838-7034 or 1-800-953-4030

Charlottetown:

Steve Webster, Innovation PEI
.....566-7797

Summerside:

Robert Boyer, CBDC Central PEI
.....888-3793 ext. 3

Alberton:

David Gamble, Resources West
.....853-4555



Funded by the Canada/Prince Edward Island Labour Market Development Agreement and/or the Labour Market Agreement.

Service Canada has a wide variety of services to help individuals find employment or develop their skills. Some of Service Canada's employment services include labour market information and job postings.

Service Canada Centres for Youth (SCCYs) are for young people who require help in their job search, to complete a resumé, or to get labour market information. Service Canada Centres for Youth are open from May to August. The SCCYs are staffed by Youth Services Officers who are themselves students.

Services provided to students include:

- Free access to computers
- Access to the National Job Bank, Service Canada's one-stop job listing website
- Job postings from employers in your area
- Assistance with resumé, cover letters and interview skills
- Information on wage rates, Government of Canada programs and services, health & safety in the workplace, and employment standards.

Locations

Charlottetown:

Jean Canfield Building, 191 University Ave.

Summerside:

Government of Canada Building, 294 Church St.

O'Leary: 371 Main Street

Montague: 491 Main Street

Souris: MacPhees's IGA Mall, 173 Main Street

Call toll free 1-800-880-7823

E-mail: atl-sccy-cscj-gd@servicecanada.gc.ca

Visit www.servicecanada.gc.ca

www.jobbank.gc.ca lists jobs available in your area and across Canada. Be sure to check back often.

www.youth.gc.ca has great information for students and youth. It features information about programs and services and covers topics such as jobs, education, salaries, careers, and finances.

www.workincanada.gc.ca allows you to research jobs, wages, and qualifications needed for a large number of occupations. It also has tips for resumé development, job search, starting your own business, and information for newcomers, youth, older workers, and Aboriginal people.



SkillsPEI offers programs and services for job seekers, employers and organizations. They can help clients eligible for Employment Insurance and unemployed people who are not EI eligible to prepare for and find employment.

SkillsPEI offices:

C'town: Atlantic Technology Centre.....368-6290

Summerside: Access PEI438-4151

O'Leary: Future Tech West859-8898

Montague: 541 Main Street838-0674

Wellington: Outreach Site

Souris: Access PEI687-7070

Visit www.skillspei.com



Funded by the Canada-PEI Labour Market Development Agreement and/or the Labour Market Agreement.

Project Discovery, Montague is an employment program for youth aged 15 to 30 who are facing employment barriers. The program offers life skills, parenting skills, work skills, and employment training.

Topics explored:

- Employer-employee expectations
- Job search tools such as resumé, cover letter & interview skills
- Communication in the workplace
- How to deal with and resolve conflict
- Team building
- cultural awareness
- Developing a 5-year strategic plan.

For more information, contact **Gwyn Davies** at 838-0795 or e-mail gddavies@ihis.org

