



IMMEDIATE RELEASE

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***CTWorks One-Stop Career Center – Services now Available in Downtown
Hartford at New Satellite located at Capital Community College
Opening Celebration Sept. 19th at 10 a.m.***

Capital Community College (CCC) is pleased to announce the opening of a ***CTWorks One-Stop Career Center*** satellite located on the third floor of the College in Room 312, Continuing Education. The satellite location hosted by Capital Community College is funded and coordinated by the region's workforce board, Capital Workforce Partners. *CTWorks One-Stop Career Centers* offer services for job seekers and assist businesses with hiring/employment needs, as well. Advice about training and education is geared towards furthering career goals of individuals and helping businesses to maintain a skilled workforce.

Job Seeker Services

An Employment Specialist at the satellite office can provide job seekers with an assessment of their skills, help develop a career plan, assist with resume writing, and provide counseling and guidance in searching for jobs. One-on-one case management services are offered to help with career planning, referral to training and workshops, and job development and placement. Job seekers can contact Latisha Alexander at the satellite office at 906-5019 or by email at salexander.cmis@po.state.ct.us.

Business Services

Services available to businesses at this satellite include access to the Connecticut Job Bank where jobs can be posted and employers can perform resume searches, an extensive job posting network of agencies and organizations, employer information and recruitment sessions and job fairs, and pre-screening of candidates. Businesses can also obtain information on over 300 training programs available to them through Capital Community College as well as other credit courses and non-credit seminars, workshops and courses at other community colleges in the North Central Connecticut region. There is also information on customized training programs that can be conducted on-site at the client company, and information is available on grant programs to subsidize training costs. Susan MacKay, the Business Services representative located at the office, will provide guidance, recruitment, training and other related services. Businesses can contact her by phone at 906-5019 or by email mackays@cbia.com.

These services are also offered at *CTWorks* facilities in Enfield, East Hartford, Manchester, Enfield, New Britain, Bristol, and another Hartford location at 3580 Main Street.

Capital Workforce Partners oversees and coordinates comprehensive programs aimed at developing a skilled and educated workforce to support the economic growth of the 37 municipalities in North Central Connecticut. These programs are provided through contracted public and private partner organizations.

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