

SERVING THE COMMUNITIES OF ALLEGHENY COUNTY

EMPLOYMENT RESOURCES

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Address: 1 Smithfield Street, 2nd Floor Pittsburgh, PA 15222

JOB SEARCH WEBSITES

CRAGSLIST PITTSBURGH JOBS

WWW.PITTSBURGH.CRAIGSLIST.ORG

- Use this website to search for *hourly jobs*.
 - Search by job category or title, such as "clerical," "maintenance," "driving," "skilled trade," and "home health aide."

GLASS DOOR

WWW.GLASSDOOR.COM

• Find the job that fits your life.

IMAGINEPITTSBURGH

WWW.IMAGINEPITTSBURGH.COM

Search for jobs in the Pittsburgh region

INDEED

WWW.INDEED.COM

- Search by key words for a position, such as "customer service", "warehouse", "general labor", "assembly", "home health aide", or "security guard."
- Search by Company Name, such as "UPMC", "PNC Bank", or "Allegheny Health Network."

JOB GATEWAY: A SERVICE OF PA CAREERLINK

HTTP//WWW.CWDS.STATE.PA.US

• An online tool provided to connect job seekers to employers.

PITTSBURGH CAREER CONNECTOR

WWW.PITTSBURGHCAREERCONNECTOR.COM

• Use this website to search for jobs in the engineering and science fields.

SIMPLY HIRED

WWW.SIMPLYHIRED.COM

• Use this website for full-time jobs in retail, such as jobs at Giant Eagle, Sheetz, Pet Smart, or Dollar General.

SNAG A JOB

WWW.SNAGAJOB.COM

• Use this website to search by zip code and by company name if you need a job *quickly* in retail, food service, hotel, security and customer service. Companies such as Aramark, Rivers Casino, Panera, Target and Walmart.

ZIP RECRUITER

WWW.ZIPRECRUITER.COM

• Apply to multiple job boards with one application.

STAFFING AGENCIES USUALLY COLLECT 2 FORMS OF ID AND MAY COMPLETE SKILL ASSESSMENT						
AJILON	55 GRANT STREET, SUITE 160, PITTSBURGH, PA	412-391-0900				
Staffing agency for data entry, office assistant, medical, and customer service positions.						
CARROL HARRIS	2703 MOSSIDE BLVD, MONROEVILLE, PA	412-856-3666				
Staffing agency for stadium cleaning at Heinz Field/PNC Park.						
KELLY SERVICES	7TH AVENUE, PITTSBURGH, PA	412-391-3222				
Staffing agency for technicians, customer service, light industrial positions.						
MANPOWER	415 SEVENTH AVENUE, PITTSBURGH, PA	412-261-1015				
Hire in all areas and will work with individuals that have criminal records.						
MAXIM HEALTHCARE SERVICES STAFFING AGENCY FOR HOME HEAD STAFFING. ROBERT HALF	33 TERMINAL WAY SUITE 410, PITTSBURGH, PA TH CARE, PERSONAL CARE GIVING, BEHAVIORAL CARE AND OTHER HEA 1001 LIBERTY AVE #400, PITTSBURGH, PA	412-687-2838 ALTH CARE 412 888-0829				
Staffing agency for administrative, file clerk, receptionist, billing, or clerical positions.						

STAFFMARK 603 STANWIX ST #1399, PITTSBURGH, PA 412-391-2044

Staffing agency for customer service, telephone, and warehouse positions.

LABOR READY AND PEOPLE READY 766 PENN AVENUE, PITTSBURGH, PA 412-683-1724

Temp Agency that works to fill temporary positions (temp jobs, day work, temp to hire positions, direct hire positions).

ST. MORTIZ LABOR SERVICES 2511 PENN AVENUE, PITTSBURGH, PA 412-467-8888

Temp Agency that works to fill temporary positions (temp jobs, day work, temp to hire positions, direct hire positions).

FULL SERVICE EMPLOYMENT ASSISTANCE AGENCIES

FOR INDIVIDUALS SEEKING ASSISTANCE WITH RESUMES AND COVER LETTERS, CAREER COUNSELING, COMPLETING ON-LINE JOB APPLICATIONS, INTERVIEWING SKILLS, JOB SEARCH STRATEGIES AND FOR THOSE WHO WANT TO PARTICIPATE IN JOB FAIRS AND JOB CLUBS TO NETWORK AND LEARN ABOUT JOB LEADS.

CARNEGIE LIBRARY JOB AND CAREER CENTER

4400 FORBES AVE

412-622-3133

Assists with resume and interview preparations as well as other career guidance with free workshops. The Carnegie Library woks with PA Career links at various sites—see below.

EAST SIDE NEIGHBORHOOD EMPLOYMENT CENTER

5321 PENN AVENUE, PITTSBURGH, PA

412-362-8580

Assists individuals with criminal background.

EARN PROGRAM

304 WOOD STREET, 3RD FLOOR

412-552-9071

Employment, Advancement, and Retention Network County Assistance Office (CAO) – offers GED preparation, training opportunities, job readiness, job search, and retention services. Support services include transportation, clothing, child care and attendance incentives.

MON VALLEY INITIATIVE (MVI SPARC)

305 E. 8TH AVE, HOMESTEAD, PA

412-464-4000

Assists individuals with criminal backgrounds.

PA CAREER LINK

304 WOOD STREET, PITTSBURGH, PA

412 552-7100

Assists with resume preparations, on-line applications, job search websites. Career Link provides information on job fairs, employers that are hiring and local training programs, like those for a commercial driver's license (CDL) or certified nurse assistant (CNA).

CareerLink is also now operating at a number of satellite sites in public libraries. Here are their locations and hours:

Hazelwood Library - Wednesday & Thursday, from 10:00 am - 4:30 pm.

Energy Innovation Operation (EIC) - Tuesday - Thursday, from 8:30 am - 4:00 pm

Downtown Library - Monday - Wednesday, from 8:30 am - 4:30 pm

Federal Street Library - Thursday & Friday, from 8:30 am - 4:30 pm

McKeesport Library - Monday & Tuesday, from 8:30 am - 8:30 pm

Braddock Library - Monday & Tuesday, Friday, from 10:00 am - 4:30 pm

PITTSBURGH COMMUNITY SERVICE

249 N. CRAIG STREET, PITTSBURGH, PA

412-904-4700

Workforce development training for those seeking employment to refine resumes, develop job skills, search and prepare for jobs.

OVR offers services for individuals with a disability and over the age of 18. Services range from resume preparation to job searching to retention. Counselors assist with job leads and targeted job fairs. Job training programs are available based on qualifications. There is an application and documentation needed.

EMPLOYMENT PROGRAMS FOR INDIVIDUALS 55+

AARP SENIOR COMMUNITY SERVICE PROGRAM (SCSEP)

412-271-1580

- Matches eligible older job seekers with local nonprofits and public agencies to increase skills and confidence while earning a modest income
- May also receive supportive services and skills training through an educational institution
- SCSEP experience most often leads to permanent employment
- https://www.aarp.org/aarp-foundation/our-work/income/scsep/

SENIOR TRAINING AND EMPLOYMENT PROGRAM (STEP)/URBAN LEAGUE

412-325-3927

- Provides opportunities to learn skills and on the job training via placement at non-profit organizations within Pittsburgh
- Each applicant is matched based on their interests
- Program pays 100% of employee's salary and provides third party workers compensation
- http://ulpgh.org/programs/economic-self-reliance/urban-senior-job-program/

FINANCIAL OPPORTUNITY CENTERS

ASSISTS WITH EMPLOYMENT SERVICES, ON SITE FINANICAL EDUCATION INCLUDING CREDIT COUNSELING, ON SITE ACCESS TO PUBLIC BENEFITS AND TAX PREPARATION SERVICES

MON VALLEY INITIATIVE FOC	305 E. 8 TH AVE HOMESTEAD, PA	412-464-4000 EXT 4001
NORTHSIDE COMMON MINISTRIES FOC	1601 BRIGHTON RD PITTSBURGH, PA	412-323-1163
OAKLAND PLANNING AND DEVELOPMENT CORP FOC	235 ATWOOD ST PITTSBURGH, PA	412-621-3821

Further details on employment training programs are available in Pittsburgh Works Directory of Workforce Development Services compiled by Partner4Work formerly the 3 Rivers Workforce Investment Board. This guide can be obtained by reaching out to the Allegheny Link or at the Partner4Work website link: https://www.partner4work.org/uploads/pw-service-directory-final-v2.pdf

GED /EDUCATION	
COMMUNITY COLLEGE OF ALLEGHENY COUNTY	412-237-4699
https://www.ccac.edu/GED-information/	
GOODWILL OF SOUTHWESTERN PA	412-632-1706
http://www.goodwillswpa.org/GED-Test-Preparation	
GREATER PITTSBURGH LITERACY COUNCIL	412-393-7600
http://www.gplc.org/ged-procedures-and-testing-schedule.cfm	
ALLEGHENY INTERMEDIATE UNIT	412-281-4494
http://www.aiu3.net/Level3.aspx?id=8628	
GARFIELD JUBILEE ASSOCIATION	412-665-5200
http://www.garfieldjubilee.org/	

SEASONAL JOB SUGGESTIONS

SPRING

- Small home and garden companies hire for planting, weeding, and customer service.
- Home Depot and Lowes hire for Outdoor Lawn and Garden.
- Landscaping companies hire for spring cleanup and mowing.
- Hiring events for PNC Park, Pgh Zoo and Kennywood occur.

SUMMER

• Landscaping, home improvement stores, hotels and day camps like those offered by YMCA, Carnegie Science Center, and schools hire for bus drivers and crossing guards.

WINTER/HOLIDAY (OCTOBER - NOVEMBER)

- Retail and food service
- Transportation and delivery services, such as UPS, Fed Ex, US Post Office, and Amazon hire for seasonal work.
- Snow services hire for snow/ice removal

INFORMATION USUALLY REQUIRED TO COMPLETE A JOB APPLICATION

PERSONAL INFORMATION

- Name, address, city state, zip code
- Phone number
- Email address
- Social security number
- Criminal history

EDUCATION

- School name and dates attended or graduation date
- Certificates
- Skills and qualifications

EMPLOYMENT HISTORY

- Employer name, address, phone number
- Supervisor name
- Starting and ending dates
- Job title and responsibilities
- Wage
- Reason for leaving
- Permission to contact

REFERENCES

- Name
- Job title
- Company
- Phone and/or email

AVAILABILITY

- Days available
- Hours available
- Date you can start

ADDITIONAL INFORMATION

- Resume
- Cover letter

EMPLOYMENT TRACKING SHEET							
Company name, location	Job title	Date applied	Follow up date	Notes			

TIP: Remember to always update your contact information with each employer when it changes.