



Allegheny Link

SERVING THE COMMUNITIES OF ALLEGHENY COUNTY

EMPLOYMENT RESOURCES

Phone: 1-866-730-2368 || E-mail: alleghenylink@alleghenycounty.us

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.

OFFICE OF VOCATIONAL REHABILITATION (OVR)

531 PENN AVENUE PITTSBURGH, PA

412 392-4950

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 FINANCIAL EDUCATION INCLUDING CREDIT COUNSELING, ON SITE ACCESS TO PUBLIC BENEFITS AND TAX PREPARATION SERVICES

MON VALLEY INITIATIVE FOC305 E. 8TH 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.