



The Younger Women's Task Force



New Jersey

The YWTF-NJ's Employment Resource Guide

The Younger Women's Task Force of New Jersey (YWTF-NJ) compiled a collection of employment resources to inform young people of job opportunities, professional development, networking, and other professional services in our state, the surrounding regions, and nationally. Please note that any information contained in this guide does not in any way comprise legal advice, and should not be interpreted as such. YWTF-NJ is not a legal advisement entity.

I. New Jersey/Neighboring States Employment Resources:

- a) **NJ Non-Profit Center**, <http://www.njnonprofits.org>
- b) **NJ Hire.com**, New Jersey Department of Education free education recruitment website, <http://www.njhire.com>
- c) **Garden State Woman**, magazine with employment opportunities page, http://www.gswoman.com/gswomanci/sml_community.pl?Community=Career%20Opportunities
- d) **Women for Hire**, a NYC-based organization that offers career Expos, networking opportunities, career counseling, job advice, resume help, periodic contests, internships, research on women in the workforce, and a host of other resources. For more information, visit www.womenforhire.com. Also, follow Women for Hire's CEO Tory Johnson on Twitter and find out how to win free giveaways and free career coaching during the month of May at <http://twitter.com/toryjohnson>.
- e) **Sales Careers for Women at New York Life**, <http://www.newyorklife.com/cda/0,,15892,00.html?cmp=EMC-womenforhireadv040108&att=original>
- f) **Emily's List Job Bank**, national political job bank that is updated weekly. To submit your resume to the candidate pool and receive the job bank weekly postings, sign up here: <https://jobbank.emilyslist.org/apps/www/index.php/jobbank/register/> Also, check out the recent job posting at Emily's List by visiting: <http://emilyslist.org/about/jobs/>

II. Unemployment Resources:

- a) **New Jersey Department of Labor**: unemployment insurance information and filing instructions: http://lwd.dol.state.nj.us/labor/ui/ui_index.html
- b) **Filing Unemployment Claims in NJ**: <http://www.njuifile.net>
- c) **New Jersey's One-Stop Career Offices**: Information on job searching, claiming weekly benefits, and other claim information, search for locations here, <http://lwd.dol.state.nj.us/labor/wnpjpin/findjob/onestop/services.html>

- d) ***NEW* Unemployment Life Line:** One-stop guide that provides information for the unemployed and underemployed on everything from filing for unemployment to childcare to veteran's affairs. On the site, you can not only find out what to do next for employment or assistance, but also find events, support, etc. Visit the site to search for your region by zip and to get started! <http://www.unemploymentlifeline.com/>
- e) **AFL-CIO's Resource Booklet "When the Paycheck Stops"** on self-care and preservation during unemployment, which includes dealing with creditors, getting assistance, etc. <http://www.unemploymentlifeline.com/tips>
- f) **National Employment Law Project (NELP):** <http://www.nelp.org/>
"Laid Off and Left-Out," a Project of NELP for unemployed people and community resources: <http://www.unemployedworkers.org/sites/unemployedworkers/index.php>

III. **Job Search Sites:** (these sites are a road somewhat less traveled than Monster and CareerBuilder...)

- a) <http://www.opportunityknocks.org/>
- b) <http://geo.craigslist.org/iso/us/nj> (*always try and confirm validity of postings on Craig's List before sending personal information to anonymous sources)
- c) http://njeasternpadeherc.org/home/index.cfm?site_id=685
- d) <http://www.experience.com>
- e) <http://www.idealists.org>
- f) <http://www.nonprofitjobscoop.org/>
- g) <http://www.quarterlife.com>
- h) <http://www.justmeans.com>
- i) <http://awid.org>
- j) <http://www.philaculture.org/jobbank>

IV. **Healthcare Resources:**

- a) **Walgreen's Take Care Clinics:** Search for clinics in your area, <http://www.takecarehealth.com/clinic-locations.aspx>
- b) **Walgreen's Take Care Recovery Plan:** health and resource information for people who have lost their jobs or are unemployed, <http://www.takecarehealth.com/recoveryplan/>
- c) **Horizon Health Services (Hudson County):** <http://horizonhealth.org/index2.html>
- d) **CVS Minute Clinics:** <http://www.minuteclinic.com/en/USA/>
- e) **Walmart's Affordable Prescription Plan:** <http://www.walmart.com/catalog/catalog.gsp?cat=546834>
- f) **Planned Parenthood Affiliates of NJ/ Find a Clinic in Your Area:** <http://www.plannedparenthoodnj.org/health/>
- g) **Call for participation:** Are you laid-off and uninsured, living in Atlanta, Chicago or the New York City area? Tory Johnson and *Good Morning America* want to help you try to haggle for cheaper healthcare. Please respond if you fit any of the following situations.

1) I need a prescription drug regularly, but since my layoff I have to pay for the drugs out of pocket, which I can no longer afford to do. I'm desperate to try to find a way to reduce those costs.

2) I was laid-off and I have not gotten a physical in well over a year because I am now uninsured and I can't afford the appointment. This weighs on my mind because I worry about my health.

3) I need a new walker, wheelchair or some other form of medical equipment, but since my layoff I am no longer insured and can't afford to make the purchase.

Please send your response to media@womenforhire.com and include your name, address, phone number and email address along with the details of your story. For this segment, it is essential that you were laid off in the last 18 months. This is not a segment about people who've been out of work for many years. Please describe the circumstances surrounding your layoff and the details of your health and financial challenges—and how both are impacting you and your family right now.

I. Networking, Professional and Skills Development:

- a) NJ Assoc. of Women Business Owners: <http://www.njawbo.org>
- b) Woodhull Institute's Offerings of Professional Development Opportunities: <http://www.woodhull.org/seminars.php>
- c) Business and Professional Women of NJ: <http://www.bpwnj.org/>
- d) Displaced Homemakers of NJ, <http://dhnj.org/>
- e) National Organization for Women (NOW) – NJ: <http://www.nownj.org/>
- f) American Assoc. of University Women – NJ Chapter: <http://www.aauwnj.org/>
- g) Alice Paul Institute's Event Offerings of Professional Development Opportunities: <http://www.alicepaul.org/events1.htm>
- h) Executive Women of New Jersey: <http://www.ewnj.org/>
- i) NJ Coalition for Battered Women's Conference and Training Pages: <http://www.njcbw.org/training.htm>
- j) Women's Opportunity Center (WOC), Burlington and Mount Laurel, NJ, <http://www.woc-bc.org/>
- k) People in Transition, Gloucester County College, http://www.gccnj.edu/student_services/people_in_transition/index.cfm
- l) Resume and Career Development Trainings, Burlington County College, <http://www.collegecentral.com/bcc/Community.cfm>

VI. Featured Opportunities and Recent Job Postings:

- a) **Emily's List**, Internet Assistant Position (part-time): http://emilyslist.org/about/jobs/Internet_Assistant_Job_Description33009.pdf
- b) **SPANISH-Speaking Provider Needed to Help Develop Interventions to Increase Support for LGBT Youth & Their Families**

The *Family Acceptance Project* has received a 3-year grant to develop interventions to help ethnically diverse families decrease rejection and increase support to reduce their LGBT children's risk for health and mental health problems and to promote their well-being. These interventions are based on research conducted by Dr. Caitlin Ryan and her

team at San Francisco State University over the past several years. This is the first project of its kind and will result in a new family-related model of prevention care for LGBT children and adolescents and their families that will be used across the U.S. and in other countries, once developed. This new university-based position is located in San Francisco and is based at Child and Adolescent Services, which is affiliated with the University of California/San Francisco (UCSF). This position is available now and offers an exciting and innovative career opportunity to develop urgently needed evidence-based interventions that will change the future for LGBT youth and their families.

Potential applicants need to have the following experiences and skills:

- Master's degree in social work or equivalent (e.g., psychology, counseling, marriage and family therapy).
- Clinical experience working with children, youth and families and specific knowledge and experience working with LGBT children, adolescents and families.
- Community outreach experience in urban settings.
- Bilingual, bicultural skills with native-level Spanish fluency required.
- Strong organizational skills and excellent written and oral communication skills.
- Comfort with and capacity to do public speaking and community education.
- Flexibility and creativity.
- Ability to work independently in the field and capacity to be a strong team player on a multi-disciplinary and multi-ethnic team.

This position requires clinical training and experience.

For additional info, contact: Caitlin Ryan, PhD, ACSW at fap@sfsu.edu

TO APPLY: Go to the UCSF Career Website: <http://ucsfhr.ucsf.edu/careers/>

Create a new user account and log in to access the position. Click on "Search Openings" Under "Keyword" type in the position number and then click on the position when it pops up. Type in position number **28867BR**. You will need to prepare all of your materials ahead of time (e.g., resume and cover letter) to submit them electronically. Applications must be submitted online.

- c) Project Director for HIV Education, Society of State Directors of Health, Physical Education and Recreation**, (40 hours/week) for a national school health and physical education membership organization based in Reston, VA. The staff member provides quality services to the membership and completes responsibilities as assigned by the Executive Director.

Responsibilities:

Direct specific objectives and activities of SSDHPER's cooperative agreement to *Strengthen Leadership and Governance for HIV Prevention* with the U.S. Centers for Disease Control and Prevention, Division of Adolescent and School Health. Direct development of the annual application and relevant reports. Ensure programmatic obligations are fulfilled and financial responsibilities are maintained.

Direct activities related to the program of professional development events, including the SSDHPER Annual Meeting, and other trainings and meetings.

Contribute to content of communications initiatives, including newsletters, electronic updates, www.thesociety.org web site, conference presentations, etc.
 Represent SSDHPER on working groups, committees and task forces as assigned.
 In collaboration with the Executive Committee, provide support and recommendations for assigned SSDHPER committee(s), assisting committee(s) with implementation of goals and objectives of the SSDHPER Applied Strategic Plan.
 Manage specific operations of the SSDHPER national office as assigned.
 Fulfill other responsibilities as delegated by the Executive Director.

Qualifications:

Master's degree in health education, public health or education highly preferred.
 Bachelor's degree plus relevant experience may substitute for Master's degree. Certified Health Education Specialist (CHES) desirable.
 Excellent verbal and written communication skills, excellent interpersonal skills, strong organizational skills, attention to detail, ethical, team player and ability to work independently required.
 Experience as a staff member of a state department of education or state department of health highly preferred.
 Grants management, project management, HIV prevention, and coordinated school health program experience highly preferred.
 Experience providing quality professional development activities highly preferred.
 Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) preferred.
 Local and out-of-state travel required.

Compensation:

Commensurate with experience and qualifications.
 Flexible benefits package.
 Pleasant work environment.

To apply:

Send a cover letter and resume electronically to:
Hleonard@aahperd.org
 RE: HIV PA Position

VII. Information, Inspiration, and Vindication (Chicken Soup for the Unemployed Soul):

- a) ***Money Under Thirty***, advice and resource-sharing blog written by a young former Finance Editor, who ironically stumbled into debt and had to re-think his career plans while balancing common sense with future goals, <http://www.moneyunder30.com/>
- b) ***Strapped: Why America's 20 and 30-Somethings Can't Get Ahead***, by Tamara Draut: <http://www.strappedthebook.com/>
- c) ***Recession Wire***, Recession news and advice: <http://www.recessionwire.com/>
- d) ***Fem 2.0 Round-up: Recession, Job Loss and Their Economic Impact on Women***, by Jill Miller Zimon: <http://www.fem2pt0.com/?p=878>
- e) ***Girl With Pen (Author Deb Siegel's Blog)*** Lots of great information and analysis of the recession's impact on women and economic equality: <http://girlwpen.com/>