

May 2013

To register: 207.680.2603

FMI: 207.680.2611 or
business@watervillelibrary.org

SUN	MON	TUE	WED	THU	FRI	SAT
<p>Look at attached sheets for more information!</p>	<p>14 public computers are available all the hours the library is open.</p>	<p>Library Hours: M-F: 10a-7p Saturday: 10a-3p Sunday: 1p-4p</p>	<p>1 Computers Available 3p-5p: Learn Computers</p>	<p>2 Computers Available 10a-12p: Essentials of College Planning Session</p>	<p>3 Computers Available 12p-2p: Resume Lab</p>	<p>4 Computers Available 12:30p-2:30p: Learn Computers</p>
<p>5 Computers Available</p>	<p>6 Computers Available</p>	<p>7 Computers Available 12p-2p: Resume Lab By Appt: Job Help: Veterans</p>	<p>8 Computers Available By Appt: Job Seeker Help 3p-5p: Learn Computers</p>	<p>9 Computers Available BUSINESS WORKSHOP: 12:30p-2p: Power of Email Marketing</p>	<p>10 Computers Available 12p-2p: Resume Lab</p>	<p>11 Computers Available 12:30p-2:30p: Learn Computers</p>
<p>12 Computers Available</p>	<p>13 Computers Available</p>	<p>14 Computers Available By Appt: Job Seeker Help NO Resume Lab Business Workshop: 1p-4p QuickBooks INTERMEDIATE By Appt: Job Help: Veterans</p>	<p>15 Computers Available 3p-5p: Learn Computers 3:30p-6:30p JOB FAIR IN PITTSFIELD, ME</p>	<p>16 Computers Available 10:30a-12:30p WorkReady Program Information Session!</p>	<p>17 Computers Available 12p-2p: Resume Lab</p>	<p>18 Computers Available 12:30p-2:30p: Learn Computers</p>
<p>19 Computers Available</p>	<p>20 Computers Available</p>	<p>21 Computers Available By Appt: Job Seeker Help 12p-2p: Resume Lab BUSINESS WORKSHOP: 1p-2:30p: Social Media Marketing Made Simple By Appt: Job Help: Veterans</p>	<p>22 Computers Available 3p-5p: Learn Computers</p>	<p>23 Computers Available 10a-12p: Essentials of College Planning Session</p>	<p>24 Computers Available 12p-2p: Resume Lab</p>	<p>25 Computers Available 12:30p-2:30p: Learn Computers</p>
<p>26 Computers Available</p>	<p>27 Memorial Day LIBRARY CLOSED</p>	<p>28 Computers Available By Appt: Job Seeker Help 12p-2p: Resume Lab By Appt: Job Help: Veterans</p>	<p>29 Computers Available 3p-5p: Learn Computers</p>	<p>30 Computers Available 10:15a-12:15p: Job Corps Information Session</p>	<p>31 Computers Available 12p-2p: Resume Lab</p>	<p>All programs offered at the Waterville Public Library are FREE for participants.</p>

WATERVILLE PUBLIC LIBRARY BUSINESS & CAREER CENTER :: MAY 2013 OFFERINGS

Computers Available

Daily. Monday-Friday: 10a-7p; Saturday: 10a-3p; Sunday: 1p-4p. Drop-in. 1st Floor, Library.

14 modern, public computers available. Search for jobs online, research companies, write resumes and more. Printing and copying services available at 10 cents per page.

Learn Computer Basics

Weekly: Wednesdays * 3:00p - 5:00p; Saturdays * 12:30p - 2:30p. Drop-in. Lower Level, Library.

A computer expert is available weekly at the Library to help you gain skills and confidence with computers. Come on in to the lower level instruction lab and practice with computers in a supportive environment. Registration not required, just stop by!

Job Seeker Help

Weekly by appointment. Registration required. Location: 1st Floor, Library.

Job seekers can get one-to-one help with the job search process and guidance on which of the job search services and workshops to use in the greater Waterville area. This service is provided by Dana Hamilton and is supported by the Kennebec Valley Community Action Program. For an appointment, call 207.680.2603 or stop by the Information Services Desk on the 1st floor of the Library.

Job Seeking Assistance for Veterans

Weekly by appointment. Registration required. Location: 1st Floor, Waterville Public Library.

Veterans of the US military can get one-to-one assistance with job search activities, resume writing, and interview skills. Veterans may contact Doug Hudson directly at 624.5156 or douglas.c.hudson@maine.gov. For an appointment, call 207.680.2603 or stop by the Information Services Desk on the 1st floor of the Library.

Resume Writing Lab

Weekly. Drop-in. Location: Colby Program Room, Lower Level, Waterville Public Library.

Tuesdays: 5/7, 5/21, 5/28 * 10a-12p. (No lab on 5/14.)

Fridays: 5/3, 5/10, 5/17, 5/24, 5/31 * 12p-2p.

A resume expert is available weekly to help with developing a resume. Facilitator: Bettina Cota.

Essentials of College Planning Information Session

Thursday, May 2, 2013 **or** Thursday, May 23, 2013 * 10a-12p (Need only attend one session.)

Registration required. Waterville Public Library. This interactive workshop touches on the four steps in the college process: admissions, financial aid, career and study skills. Register for a workshop at <http://meoc.maine.edu/schedule.php> or by calling 1-800-281-3703.

Job Corps Information Session

Thursday, May 30, 2013 * 10:15a-12:15p. Location: Lower Level, Waterville Public Library

Job Corps is a FREE residential vocational training program for eligible youth ages 16-24. Training is available in the construction, medical, hospitality, and administrative fields. Job Corps also offers training in employability skills and life skills. Please join us at the Waterville Public Library to hear more about the program and to start the application process. To register: call Cathy Pinkham at 207-621-2350.

***JOB FAIR in PITTSFIELD, ME**

Wednesday, May 15, 2013 * 3:30p-6:30p

Location: Warsaw Middle School Gym & Cafeteria, 167 School Street, Pittsfield, Maine.

Free and open to the public. The goal of this event is to bring people who need employment or a career change together with employers seeking outstanding employees. For more information on the Job Fair, contact Kathryn Ruth at the Pittsfield Town Office (487-3136) or townmanager@pittsfield.org.

Pittsfield Job Fair Flyer : http://www.watervillelibrary.org/content/13625899552013-job-fair-flyer_pittsfield.pdf

*** This Job Fair is NOT AT THE LIBRARY!**

CONTACT: Waterville Public Library Business & Career Center
business@watervillelibrary.org :: 207.680.2611

Last Revised: 05.02.2013 /Rabideau

JOB SEEKERS: WorkReady Program Information Session

Thursday, May 16, 2013 * 10:30a-12:30p.

Location: Colby Room, Lower Level, Waterville Public Library.

A free WorkReady Program Information Session will take place at the Waterville Public Library at 10:30a-12:30p on Thursday, May 16, 2013. The session will be held in the Colby Program Room in the Waterville Public Library located at 73 Elm Street, Waterville, ME.

A WorkReady Program will be held in the Fairfield/Waterville area in May/June 2013. Have you lost your job? Have you been out of work for a while and would like to go back to work? Have you been fired from a recent job? Would you like to know what employers are looking for in a job seeker? WorkReady may be just what you need. WorkReady is a **FREE** 80-hour training program designed to help participants develop a personal employment plan. Endorsed by local businesses, the WorkReady Credential helps to separate candidates from the rest of the applicants competing for the same job.

Lawrence Adult Education, Mid-Maine Regional Community Adult Education, Kennebec Valley Community Action Program Employment Services, and the Waterville Public Library Business & Career Center collaborate to bring the WorkReady Program to the Fairfield/Waterville area communities. Funding for the Spring 2013 session comes from the United Way Mid-Maine.

BUSINESS WORKSHOP: QuickBooks Intermediate

Tuesday, May 14, 2013 * 1:00 p.m. – 4:00 p.m.

This session will address your most pressing QuickBooks questions. It will also cover: Tricky Transactions, Working with Reports, Advanced Features, Tips and Tricks. Please be ready with your specific questions and issues. This seminar is designed for those who have been using QuickBooks for at least 6 months.

Instructor: Janet Roderick, Maine SBDC Certified Business Counselor.

<http://watervillelibrarybus10.eventbrite.com/>

BUSINESS WORKSHOP: Power of Email Marketing

Thursday, May 9, 2013 * 12:30p-2p

Registration required. Colby Program Room, Lower Level, Waterville Public Library.

Email is the most cost-effective, targeted, trackable, and efficient way to build and maintain relationships for all types of business and organizations. In this session participants will discover how communicating with customers regularly can help a small business stay connected, and generate increased referrals, repeat sales, and unwavering customer loyalty. Facilitator: Tracy O'Clair, TOCmedia. **To register:**

<http://conta.cc/128tcor>

BUSINESS WORKSHOP: Social Media Marketing Made Simple

Tuesday, May 21, 2013 * 1p-2:30p

Registration required. Colby Program Room, Lower Level, Waterville Public Library.

Social media can have a dramatic effect on the growth of your business by helping new customers discover you and engaging your current customers. In this session you will learn to navigate the social media landscape effectively, get tips on integrating your social media marketing with your email and other marketing efforts, and how to save time. Facilitator: Tracy O'Clair, TOCmedia. **To register:**

<http://conta.cc/126Uteo>

CREATIVE THOUGHT MATTERS!

PechaKucha Night Waterville, Volume 12

"A Concert of Ideas"

Share your passion! Present what you love.

*Friday, July 26, 2013 * 6:30p. Location: TBA*

PechaKucha Night Waterville is a **creative networking event** for the entire community featuring diverse presenters faced with the same dynamic challenge: telling a compelling story in 20x20 (20 images showing for 20 seconds per image). TRY IT! Every event is well attended and provides its own distinctive ride.

Request for Presentation Proposals

The deadline for the submission of proposals for the July 2013 PechaKucha event is Thursday, June 20, 2013. To submit a proposal to present at PechaKucha Night Waterville, send the following to pechakucha.waterville@gmail.com: name, profession, email address, and phone number; 2-5 images; brief bio and description of your presentation; names and contact info of 2 people who can provide fun facts about you.

FMI:

pechakucha.waterville@gmail.com

<https://www.facebook.com/events/123115204528534/> (V11 Facebook event page)

<https://www.facebook.com/PKNWaterville>

<http://www.vimeo.com/pknwaterville/> (videos)

<http://www.pecha-kucha.org/> (global site)

2013 PechaKucha Night Waterville Presenting Sponsor:

Colby College Museum of Art

Volume 12 Event Sponsors:

Waterville Public Library Business & Career Center
Room for 2 more!

Converge and create in Waterville, Maine!