



# Employment Resource Guide

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## Employment Ministry

Kettering Baptist Church Legacy Center

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## ABOUT THIS GUIDE

Welcome to the Kettering Baptist Church Employment Ministry's Employment Resource Guide. Within this guide are resources that will assist job seekers and professionals as you navigate your career. We hope you will read this guide and take advantage of its many resources. If you have questions or need further assistance, you can contact the employment ministry, [employment@ketteringministries.org](mailto:employment@ketteringministries.org).

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## CAREER RESOURCES FOR JOB SEEKERS

### State of Maryland Employment Resources

*For job seekers in the state of Maryland, there are many free services and resources available statewide and within the county.*

[Maryland Workforce Exchange](#) (MWE) provides online information about job opportunities, career choices, labor market information, and training.

[Maryland's American Job Centers](#) provide a full range of assistance to job seekers and businesses (free of charge). The centers are staffed with qualified professionals who can assist with numerous employment-related services such as career exploration assistance, referrals to training programs, placement services, resume preparation assistance, and workshops to enhance job seeking skills and work readiness.

#### ***Prince George's American Job Center locations:***

- *American Job Center Largo*  
1801 McCormick Drive, Suite 120 Largo, MD 20774 Phone: 301-618-8400
- *Youth Career Center*  
5001 Silverhill Road, Suite 310 Hillcrest Heights, MD 20746 Phone: 301-316-9812
- *American Job Center National Harbor*  
6800 Oxon Hill Rd., Suite 298 National Harbor, MD 20745 Phone: 301-968-1658

### Prince George's County Employment Resources

[Employ Prince George's](#) mission to improve the local economy by creating a demand-driven workforce system with workforce development programs that deliver qualified workers to businesses, improves the productivity of businesses, and provides job seekers with opportunities for careers in high demand/high growth industries.

[PG Memorial Library Workforce & Community Development](#) - The Library's Workforce and Community Development bridges the employability gaps by focusing on the digital divide and providing innovative virtual programming, training, and community partnerships. This website provides access to resources as well as community events.



## Career Exploration

*For those who are unsure of their career interests or those looking to explore new professions, exploring industries, sectors, and various job titles can help with career decision making. The resources below can help with career exploration search.*

**[Occupational Outlook Handbook](#)** - The Occupational Outlook Handbook is the government's premier source of career guidance featuring hundreds of occupations. Occupations can be explored by alphabetical order, highest paying sectors, or even new and projected occupations.

**[O\\*NET Online](#)** - has detailed descriptions of occupations. The O\*NET database includes information on skills, abilities, knowledge, work activities, and interests associated with occupations.

**[Career Exploration](#)** An interactive career discovery and research tool for students, recent graduates and career changers. Browse by category and industry, or use the search function to go directly to detailed career specific resources for more than 1000 job titles.

## Job Search Sites

*There are many ways to find employment including networking, applying directly to organizations, and temp agencies. Many job seekers today utilize online job search websites and search engines. Below are a few job search sites.*

*\*Please use your own discretion to vet opportunities on these sites before applying.*

- Indeed – [www.indeed.com](http://www.indeed.com)
- Zip Recruiter - [www.ziprecruiter.com](http://www.ziprecruiter.com)
- LinkedIn – [www.linkedin.com/jobs](http://www.linkedin.com/jobs)
- Google Jobs – <https://jobs.google.com/>
- Monster – [www.monster.com](http://www.monster.com)
- Simply Hired – [www.simplyhired.com](http://www.simplyhired.com)
- Careerbuilder – <https://www.careerbuilder.com>
- Glassdoor – <https://glassdoor.com>
- Idealist - <http://idealist.org> (specifically for the non-profit sector)

Be sure to seek out job search sites specific to your industry or specific profession. You can also use professional associations in your field to find opportunities as well.



## Working In the Government

### Federal Government

The federal government's official employment site is [Usajobs.gov](https://www.usajobs.gov). Use this site to search for positions and utilize the resume builder. There are also many [career events](#) that various departments and agencies put on where job seekers can learn about their organizations and the opportunities they have available.

**Occupational Series** Federal jobs are categorized by occupational series. To effectively conduct a federal job search, it would be advantageous to know the occupational series you're interested in applying for to narrow down job posting. A list of occupational series curated by the Office of Personnel Management can be found [here](#).

### Special Hiring Authorities

The federal government offers special hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society such as veterans, people with disabilities, and students. To learn more, visit [this OPM site](#)

### Veterans Preference

Veterans' preference gives eligible veterans preference during the application process, however, veterans' preference does not guarantee veterans a job. Here's a brief article to learn more about [Veterans' Preference](#).

## Resources for Special Demographics


For special demographics such as youth, senior adults, and people with disabilities, there are unique programs and resources designated to assist these demographics with employment and career opportunities.

### People With Disabilities

#### **[Maryland State Department of Education - Division of Rehabilitation Services \(DORS\)](#)**

The mission of DORS is to provide leadership and support in promoting the employment, economic self-sufficiency and independence of individuals with disabilities

**[The Arc of Prince George's County](#)** The Arc provides education, training and skills necessary to help people with intellectual and developmental disabilities obtain and maintain successful employment.



Federal Government Jobs and Education Resources for People with Disabilities  
<https://www.usa.gov/disability-jobs-education>

## Senior Adults

[Juanita C. Grant Foundation](#) The Juanita C. Grant Foundation (JCGF) is committed to long-term efforts to advocate and conduct research to improve the quality of life of the 50+ community that is experiencing the challenges of “ageism” both subtle and overt.

[Senior Community Services Employment Program \(SCSEP\)](#) – SCSEP is available to job seekers, ages 55 and older, who are unemployed, meet established low-income guidelines and desire an opportunity for training and employment.

The [AARP Job Board](#) Matches your years of valuable experience with employers that are committed to an age-diverse workforce.

[National Experienced Workforce Solutions](#) NEW Solutions connects professionals, age 55+, with part-time and full-time opportunities throughout the country by providing skilled and experienced workers to government agencies.

## Youth

Prince George's County [Youth@Work](#) is comprised of two signature programs:

- The [Summer Youth Employment Program](#) which provides youth and young adults ages 14 to 22 with enriching and constructive summer work experiences in community organizations, private sector companies, and government agencies.
- The [Talent Pipeline Program \(TPP\)](#) offers temporary and permanent opportunities within the PG County government for young adults ages 18 to 22 who participated in the SYEP.

## Career Assessments

Career assessments can allow youth exploring careers to take a quiz or test to understand your career interest, personality, skills, values, and other factors as they relate to careers and employment. These tests are to be used as a guide to help you explore careers you may consider and pursue.

- K-12 Career Quiz  
<https://www.k12.com/stride-career-prep/career-exploration/career-quiz.html>
- O\*NET Interest Profiler <https://www.onetcenter.org/IP.html>

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- Student Interest Survey for Career Clusters  
<https://careertech.org/student-interest-survey>

Learn more about [youth opportunities within the federal government](#).

## Resources for Entrepreneurship

*If you currently own a small business, or are thinking about starting one, there are many county and state resources to assist entrepreneurs.*

**[The Innovation Station Business Incubator](#)** (ISBI) powered by the Prince George's County Economic Development Corporation

**[Small Business Association](#)** The SBA supports America's small businesses. The SBA connects entrepreneurs with lenders and funding to help them plan, start and grow their business.

**[Maryland Entrepreneur Hub](#)** The Maryland Entrepreneur Hub is the one-stop shop for information about Maryland's business ecosystem. Explore thousands of resources, entrepreneur support organizations, events, and local businesses on one platform - for free

**[Maryland Small Business Development Center](#)** (SBDC) Since 1988, the Maryland Small Business Development Center (SBDC) Network has provided sound advice, consulting and support to entrepreneurs and small businesses across the state.

## Training and Professional Development

*If you're looking to pivot into a new industry, or just want to stay abreast of current trends, there are many online training programs. These programs can help professionals of all experience levels develop new skills that will be useful for the workplace.*

LinkedIn Learning <https://www.linkedin.com/learning/> LinkedIn Learning is accessible for free through your local library with a library card.

Coursera <https://www.coursera.org/>

Skillshare <https://www.skillshare.com/>

AARP Skills Builder for Work <https://www.aarp.org/work/skills-builder>

Udemy [Udemy.com](https://www.udemy.com)

EdX <https://www.edx.org/>