

Employment—Job Search/Training Assets

Please send updates and corrections to Ashlee Tolbert, 864-467-4567, atolbert@greenvillesc.gov.

The resources listed below are available in the Greenville, SC area to help local job seekers qualify for and attain work. Some resources have age and/or income restrictions, so call or email for more information.

AARP Foundation

Senior Community Service Employment Program (SCSEP)

301 University Ridge, Ste. 550 Greenville, SC 29601

(864) 467-3325, www.aarp.org/aarp-foundation/our-work/income/back-to-work-50-plus/smart-strategies-for-50-plus-jobseekers/info-2013/senior-community-service-employment-program.html

- generally 20 hours/week paid job training to eligible citizens over the age of 55

Alston Wilkes Society

301 University Ridge, Suite 6500, Greenville, SC 29601

(864) 282-4528, www.alstonwilkessociety.org

- Case management, counseling and employment services to offenders, ex-offenders, homeless people and families in crisis

Career One-Stop

www.careeronestop.org

- US Department of Labor job search website offering everything from federal to local job postings, including scholarships and education information, as well as resume and career tips

Center for Community Services

1102 Howard Drive, Simpsonville, SC 29681

(864) 967-2022, www.centercs.com/

- Adult literacy, Health services, early childhood education, emergency assistance, employment assistance

Family Footprint

510 S. Main Street, Mauldin, SC 29662

(864) 962-3460, www.familyfootprint.org

-advanced manufacturing training for parents

-provides childcare while parents attend class

-paid work experience

-employment placement assistance

Goodwill Industries of Upstate/Midlands SC

115 Haywood Rd. Greenville, SC 29607 (or visit one of your local Goodwill Job Connections offices)

(864) 351-0100, www.goodwillsc.org

- Computer literacy classes, job search assistance, Benefit Bank

- A variety of professional certifications are available, including GED and WorkKeys

- Senior Community Service Employment Program (SCSEP) for individuals 55 and older
- Youth GoodGuides: mentoring for youth ages 12-17
- Youth career skills training and support for ages 18-24: Construction through YouthBuild or CNA, Manufacturing, Food Service, and Retail through WIOA

Greenville County Schools, Lifelong Learning Program

206 Wilkins Street, Greenville, SC 29605 (Sullivan Center Campus), (864) 355-6088

www.greenville.k12.sc.us/lifelong

- Classes in the following are available for \$30 registration fee: GED, ESL, Child Care Training, WorkKeys® Review and Testing, Computer Recertification, Spanish, Graduate credit classes for teachers (\$500/each)

Greenville County Workforce Development

McAlister Square University Center, 225 S. Pleasantburg Drive, Suite E-1, Greenville, SC 29607

(864) 467-8080, <http://greenville.scworks.org/>

- Workforce Innovation and Opportunity Act (WIOA) funding – workforce training
- computer centers for job searching/application; Training and testing for WorkKeys, and other tests
- dress for job interview; bring ID, SS Card, DD-214, certifications, work history and references
- special career assistance available for veterans and spouses, individuals with disabilities, seniors
- workshops available on resume writing, interviewing skills, networking, professional dress, and more
- assistance with GED, literacy, childcare, transportation, Benefits Bank

Greenville Literacy Association

McAlister Square Learning Center, 225 S. Pleasantburg Drive, Suite C-10, Greenville, SC 29607

(864) 467-3456, <http://greenvilleliteracy.org>

Monday – Friday: 8:30 a.m. to 4:30 p.m.

- Adult education, GED, Literacy Activities

Greenville Region Workforce Collaborative (Career Skills Now)

Buck Mickel Center: 216 S. Pleasantburg Drive, Suite 140, Greenville, SC 29607

(864) 269-0700, (864) 546-4700; Monday – Friday, 8 a.m. to 5 p.m. <http://careerskillsnow.com/>

- Manufacturing Production Technician training available through this free program
- Attend an information session (no appointment needed) on Tuesdays at 1:00 p.m.
- Provides assistance with WorkKeys, GED, Adult Literacy, transportation and childcare

Greenville Technical College (Quick Jobs with a Future)

Located at the Buck Mickel Center: 216 S. Pleasantburg Drive, Greenville, SC 29607

(864) 250-8249, www.gvltec.edu/CCD; Friday hours are 8 a.m. to 1 p.m.

- offers short course training in a variety of fields with jobs locally (Health Care; Skilled Trades and Technical; Environmental, Occupational Health and Safety, Green Jobs; Creative Careers)
- online and off-site course available

EEOC –US Equal Employment Opportunity Commission

301 N. Main Street, Ste. 1402, Greenville, SC 29601

1-800-669-4000, <http://www.eeoc.gov/>

Monday – Thursday: 8:30 a.m. – 5 p.m., Fridays: 8:30 a.m. to Noon

- Handles equity complaints and issues with regard to discrimination in hiring

Project Host - C.C. Pearce Community Culinary School

525 S. Academy St. Greenville, SC 29601

(864) 282-1994, www.projecthost.org

- free 12-week hands-on training program in the food service industry including ServSafe Manager and Employment Readiness classes

SC Department of Employment and Workforce (DEW)

www.dew.sc.gov, toll-free 866-831-1724

- unemployment insurance claims and benefits

SHARE - LADDER Program

614 N. Main Street, Greenville, SC 29601, (864) 527-8990,

www.sharesc.org/Programs/ladder_program.php

- LADDER offers scholarships to obtain job training at Greenville Tech and other training sites for short-term certificate programs in health care, computers, truck driving, advanced manufacturing, other areas

- Case management is provided to help individuals qualify for and obtain job training and a lifelong career

United Ministries- Employment Readiness

503 Vardry Street, Greenville, SC 29601, (864) 232-6463, info@united-ministries.org

www.united-ministries.org

- Benefits Bank

- Adult education for persons 17 and older to help with GED, WorkKeys , and work skills. Walk-ins welcome.

- Join Thursdays at 9 a.m. for employment readiness with WorkKeys preparation, a four-day employability skill class, and work one-on-one with participants to remove barriers related to transportation, childcare, criminal background, and substance abuse

- Some sponsorships available for job training courses at Greenville Technical College

Urban League of the Upstate - Career Link

15 Regency Hill Dr. Greenville, SC 29607

(864) 244-3862, www.urbanleagueoftheupstate.org

- Career Development and Learning Center offers self-paced training in office management and computer technology skills

- Career Link provides employment counseling, assessment, GED classes, and resume writing assistance

- WorkKeys assistance and training options are also available

Offender/Ex-offender

In addition to the resources listed above, the following resources are available specifically for offender/ex-offenders. Some programs require a referral.

Alston Wilkes Society

301 University Ridge, Suite 6500, (864) 282-4528, www.alstonwilkessociety.org

- Case management, counseling and employment services to offenders, ex-offenders, homeless people and families in crisis

Greater Employment Advocacy Association

Email Rosie Banks, Executive Director, rbanks@geaasc.org

Website: <http://geaasc.org/>

- Referral required: by court, transitional placement facility, post-release counseling agency, or a community partner of the organization (SHARE, Soteria CDC, Turning Point, Greenville Chamber, or Greenville Technical College)
- Help participants with soft skill development, career coaching and case management, interview clothes

JumpStart Ministry

418 Old Greenville Rd., Spartanburg, SC 29301, <http://jumpstartvision.org/the-program/>

(864) 381-8663, info@jumpstartvision.org

- Referral required pre-release
- Assistance with transitional housing, jobs and mentoring for 1 year after release
- After two years successful completion of the program, will assist with purchase of first home

New Mind Health and Care

Email: newmindcares@me.com, Website: <http://www.newmindhealthandcare.org/>, Phone: (864) 551-8241

- Job coaching, placement, soft skills training for individuals with a criminal record

SC Department of Probation, Pardon and Parole

301 University Ridge, Ste. 6500, Greenville, SC 29601, www.scdppps.sc.gov, Phone: (864) 282-4538

- Job Training/Certification, career counseling, job search assistance, transportation resources

SC Vocational Rehabilitation Department

105 Parkins Mill Road, Greenville, SC 29607

(864) 297-3066, <http://scvrd.net/individuals/>

- work one-on-one to remove barriers to employment for individuals with mental or physical disability, criminal records, substance-abuse issues, or homeless

Soteria CDC

210 Shaw Street, Greenville, SC 29609, (864) 272-0681, www.soteriacdc.org

- GreenStart deconstruction/recycling job training program for individuals recently released from incarceration

United Ministries- Employment Readiness

503 Vardry Street, Greenville, SC 29601, www.united-ministries.org

(864) 232-6463, info@united-ministries.org

- Benefits Bank
- Adult education for persons 17 and older to help with GED, WorkKeys, and work skills.

- Walk-ins welcome.- Join Thursdays at 9 a.m. for employment readiness with WorkKeys preparation, a four-day employability skill class, and work one-on-one with participants to remove barriers related to transportation, childcare, criminal background, and substance abuse
- Some sponsorships available for job training courses at Greenville Technical College

Youth

In addition to the resources listed above, the following resources are available specifically for youth varying between ages 16 to 24.

Job Corps

225 S. Pleasantburg Dr. #E5

Tel: (864) 608-3151, <http://jobcorps.gov/home.aspx>

- Information sessions held every Tuesday at 10 a.m.
- Residential program for up to one year of free education and training to help young people 16 to 24 learn a career, earn a high school diploma or GED, and find and keep a good job
- campus includes housing, transportation to the campus is provided, a basic living allowance is provided
- Self-paced training provided in Carpentry, Cement Masonry, Computer Technician, Culinary Arts, Facilities Maintenance, Material & Distribution Operations, Office Administration, Plumbing, Welding

Pendleton Place

1133 Pendleton St. Greenville

467-3650, www.pendletonplace.org

Connections Count Program

- Young adult mentoring and case management to increase self-sufficiency for ages 18 to 26
- Individual case plans for each young adult and connections to employment, mental/physical health, financial literacy, education, housing, child care, parenting skills, and food/nutrition
- Benefit Bank applications for anyone to access state and federal benefits

SC Works GEAR (Greenville Employment & Academic Resources)

225 S. Pleasantburg Dr. #E1

Tel: (864) 467-8145, www.Jobs.SCWorks.org

-Program designed to assist young adults ages 17-24 with job search, resume writing, interviewing skills, job readiness assistance, GED scholarships, QuickJob scholarships, tuition scholarships, paid on-the-job Training, and paid work experience.

Urban League of the Upstate - Career Link

15 Regency Hill Dr. Greenville, SC 29607

(864) 244-3862, www.urbanleagueoftheupstate.org

- Project Reconnect provides at-risk youth ages 17 to 21 with career options, supplemental education assistance, and employment experience

Special Needs and Disabilities

In addition to the resources listed above, the following resources are available specifically for individuals with special needs and/or disabilities.

ABLE SC

330 Pelham Road, Ste. 100-A, Greenville, SC 29615

(864) 235-1421, <http://www.able-sc.org/programs/>

- Employment Services for Individuals with Disabilities
- Assist with job search, resume development, mock interviews, application and interviewing assistance, soft skills development, reasonable accommodations, and more

Big Brain Staffing

Greenville, SC

(864) 336-2356, www.bigbrainstaffing.com

- Short-term, temporary to direct, and direct placements for individuals with diagnosed Autism Spectrum Disorders

Clemson LIFE Program

102 Tillman Hall, Clemson, SC 29634

(864) 656-7656, <http://www.clemson.edu/education/culife/>

- Two-year program for individuals with intellectual disabilities
- Incorporates functional academics, independent living, employment, social/leisure skills and health/wellness skills in a public university setting

Greenville Collaborative Action Network (CAN)

Greenville, SC

Mike Teachey, 864-420-1366, www.greenvillecan.org

- Coalition of constituents taking actions to strengthen the community and make it a better place to live for individuals with special needs and disabilities
- Meet quarterly on 1st Wednesday of the month
- Location is always TBD at one of the partner agencies

SC Vocational Rehabilitation Department

105 Parkins Mill Road, Greenville, SC 29607

(864) 297-3066, <http://scvrd.net/individuals/>

- work one-on-one to remove barriers to employment for individuals with mental or physical disability, criminal records, substance-abuse issues, or homeless

Entrepreneurs

The resources below are available to start-up businesses and entrepreneurs.

Clemson Regional Small Business Development Center

1 North Main St., Greenville, SC 29601

(864) 370-1545, <http://www.clemson.edu/centers-institutes/sbdc/index.html>

- offers workshops and training for small businesses

Community Works Carolina

107 West Antrim Dr., Greenville

235-6331, <http://communityworkscarolina.org/>

- microbusiness loans

CoWork Greenville

1040 W. Washington St., Greenville, SC 29601

hello@coworkgreenville.com

- shared workspace to facilitate networking and access to necessary shared resources such as internet, conference room with AV equipment
- desk rental fees are listed at \$300/month

Nasha Lending

8 Lois Avenue, Greenville, SC 29611

<http://www.nashalending.org/>

- connect with no-interest microloans
- personalized development action plan

NEXXT Innovation Center

411 University Ridge, Greenville, SC 29601

(864) 242-4483, <http://www.greenvillenext.com/>

- shared workspaces for a variety of business needs

Piedmont SCORE

300 E. Washington Dr. Greenville, SC 29601

(864) 271-3638, <http://www.piedmontscore.org/>

- Experienced mentoring to help you develop a business plan, market your business, and manage your finances.

Personal Finance

Credit scores can impact employability. The resources below can help, and may offer other resources, such as savings accounts and loans for transportation, etc.

Community Works Carolina

107 West Antrim Dr., Greenville

235-6331, <http://communityworkscarolina.org/>

- low-interest loans
- credit counseling

Greenville County Human Relations Commission

301 University Ridge, Ste. 1600, Greenville

467-7095, greenvillecounty.org/humanrelations/essential_services.asp

- credit counseling

SC Works

225 S. Pleasantburg Dr., Ste. E-1, Greenville

467-8080, greenvillecounty.org/humanrelations/essential_services.asp

- financial coaching for veterans