Employment—Job Search/Training Assets

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
- 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](http://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](http://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/](http://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](http://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](http://www.goodwillsc.org)
- Computer literacy classes, job search assistance, Benefit Bank
- A variety of professional certifications is 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 Library System**
Hughes Main Library, 25 Heritage Green Place, Greenville, SC 29601
(864) 242-5000, [www.greenvillelibrary.org](http://www.greenvillelibrary.org)
Mon-Fri 9 am – 9 pm, Sat 9 am – 6 pm, Sun 2 – 6 pm
(Call the Main Library or visit the Library System website for hours, location, and contact information for 10 other library branches throughout Greenville County.)
- library card required to access most services; Greenville County residents may register for a free card
- public computers and wireless internet access available at all locations
- resources to help with literacy, career research, job searching, resume and cover letter prep, adult education / GED, WorkKeys, vocational testing, computer skills training, and more
- free events and workshops offered on computer skills, employment readiness, and financial literacy
- one-on-one research assistance and technology training available by appointment
- resources to help individuals apply for unemployment benefits online

**Greenville County Schools, Lifelong Learning Program**
206 Wilkins Street, Greenville, SC 29605 (Sullivan Center Campus), (864) 355-6088
[www.greenville.k12.sc.us/lifelong](http://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/](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](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/](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](http://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

**I Made It**
SC Technical College System, [www.imadeitsc.com](http://www.imadeitsc.com)
- website dedicated to giving information on local technical colleges throughout the state of South Carolina.
- provides information on higher education, current job training opportunities, skills, and different programs available through South Carolina Technical Colleges

**EEOC – US Equal Employment Opportunity Commission**
301 N. Main Street, Ste. 1402, Greenville, SC 29601
1-800-669-4000, [http://www.eeoc.gov/](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](http://www.projecthost.org)
- free 12-week hands-on training program in the food service industry including ServSafe Manager and Employment Readiness classes

**Ready SC**
- provides information on state job recruitment and training
- site allows individuals to apply to current job openings throughout the state of South Carolina

**SC Department of Employment and Workforce (DEW)**
[www.dew.sc.gov](http://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](http://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**
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
- 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
(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.scdpps.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**
(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.

**Goodwill Industries of Upstate/Midlands SC – YouthBuild Greenville**
45 E. Main Street
Tel: (864) 605-8270 or (864) 303-3769
- For eligible young adults between the ages of 17-24.
- Provides free GED instruction by certified teachers, construction training leading to certification, paid --- stipends for GED attendance, paid construction work experience, exciting leader training and activities, and many opportunities for assistance with transportation costs, college enrollment, employment, etc.
- Incentives available for achievement throughout the program
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](http://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/](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](http://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/](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

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**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](http://www.clemson.edu/centers-institutes/sbdc/index.html)
- Offers workshops and training for small businesses

**Community Works Carolina**
107 West Antrim Dr., Greenville
- 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

**Endeavor**  
1 North Main St., Greenville, SC 29601  
endeavorgreenville.com  
- foster business opportunity and professional growth  
- office space, presentation rooms, and technology available for entrepreneurs

**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  
- shared workspaces for a variety of business needs

**Piedmont SCORE**  
300 E. Washington Dr. Greenville, SC 29601  
- Experienced mentoring to help you develop a business plan, market your business, and manage your finances.

**Personal Finance**

_Credit scores can affect 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  
- 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

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