

Announcing Job Positions: Various Strategies and Suggestions

(Oct09)

- ❖ Job postings are placed in the local newspaper (Lowell Sun) and “internally.” Municipal departments (including Human Relations) receive a copy for posting on their bulletin boards; the city website is also used. (Lowell)
- ❖ In house posting – for specified length of time—must occur first, then to local newspaper ad/s if there are no applicants. We have posted non-union part-time job openings at our career center with good results. (Taunton)
- ❖ www.idealists.org and www.craigslist.com and www.monster.com have been cited by various COAs as sites previously used for job and/or volunteer postings.
- ❖ College placement offices may post/distribute listing at no charge. (Suffolk University was named as a particular example). (Beverly), (Middleborough)
- ❖ Library and local newspaper. (Orange)
- ❖ “Workforce Central” is a link to sites around the commonwealth to assist employers and potential employees. Go to www.mass.gov/elder/civicingagement . (Mansfield)
- ❖ Town, COA website and the “link” – the COA newsletter that goes to all town residents. (Sherborn)
- ❖ Successfully sought van drivers through local church bulletins. (Westford)
- ❖ We’ve used our cable TV channel to post positions. (Groveland)
- ❖ “**Workforce Central**” is a link to sites around the commonwealth to assist employers and potential employees. (Mansfield) *(link or cut/paste to browser)*
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[http://www.mass.gov/?pageID=elwdagencylanding&L=4&L0=Home&L1=Government&L2=Departments+and+Divisions+\(EOLWD\)&L3=Massachusetts+One-Stop+Career+Centers&sid=Elwd](http://www.mass.gov/?pageID=elwdagencylanding&L=4&L0=Home&L1=Government&L2=Departments+and+Divisions+(EOLWD)&L3=Massachusetts+One-Stop+Career+Centers&sid=Elwd)
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(Click on “**Find a Career Center Near You**” in the “**Quick Links**” section on the right hand side of the page.) At that web-page, scroll down to the appropriate “Massachusetts One-Stop Career Center” and search that site for an icon that allows you to “**Post a Job**” or contact the center directly for further information/support.

p.s.

(See *next page* to set up Home Page link for your COA’s internet Kiosk).

COA Internet Kiosks' Home Page Set Up for New Web Site titled "Civic Engagement: Work, Serve, and Learn"

www.mass.gov/elder/civicengagement

Civic engagement is a term that broadly encompasses work, volunteer service, participation in community events or political dialogue and life long learning activities.

This new *Civic Engagement: Work, Serve, and Learn* web site was designed to help older adults connect more easily with the myriad web sites that help people find jobs, volunteer opportunities, life long learning programs, ways to pay for life's necessities, and transportation providers to travel to and engage in these civic events. MCOA and member agency staff designed the site concept, with input from myriad stakeholders, and Elder Affairs staff built the content for the site.

Note: Your home page is the page that appears every time you open up Internet Explorer. The following instructions are for PCs which use Internet Explorer.

To select this new web site as the Home Page for your COA's Internet Kiosk, do the following:

1. Go onto the Internet
2. Go to the "Civic Engagement: Work, Serve, and Learn" page with your browser. <http://www.mass.gov/elder/civicengagement>
3. On the "Tools" menu, click "Internet Options".
4. Click the "General" tab.
5. Under 'Home Page', click "Use Current".
6. Click "OK"

Note: To restore your original home page, repeat steps 1-4 above but then, at step 5, click "Use Default", and then finish with step 6.