

NEWSLETTER

April 2025



CHEROKEE AVENUE CENTER
A proud partner of the American Job Center network

5520 Cherokee Avenue, #100
Alexandria, VA 22312
Phone: (571) 327-2206
TTY: 711 VA Relay



PRINCE WILLIAM CENTER
A proud partner of the American Job Center network

13370 Minnieville Road
Woodbridge, VA 22192
Phone: (703) 586-6800
TTY: 711 VA Relay

Center Hours & Info

The Virginia Career Works (VCW) Prince William County and Cherokee Avenue Centers are open to serve your business needs Monday through Friday, from 9:00 AM to 4:30 PM. Available services include computer access, faxing, printing and typing test. Refer to page 4 or visit our website at <https://vcwnorthern.com> for more information about our program and services.

Reminder

INCOME TAX DEADLINE
Tuesday, April 15th

Free preparation still available on Saturdays from 10am - 1pm through April 12th at the VCW Prince William Center. No appointment necessary.

This Month

- April is **Stress Awareness Month** and **National Arab American Heritage Month**
- **Spring Break** (Prince William & Fairfax Counties): April 14 - 18
- **Easter Sunday:** April 20

Spotlight

Prince William Manassas Regional Adult Detention Center

CAREER FAIR

BE THE DIFFERENCE! We're hiring qualified candidates to fill the following roles:

- Detention Support Worker
- Nurses (LPN / RN)
- Jail Officers

What We're Looking For:

- Strong communication skills
- Ability to stay calm under pressure
- Team players with leadership potential
- High school diploma or equivalent
- At least 18 years and 3 months of age
- Ability to pass background checks

For job details and to apply, go to www.pwcgov.org/careers. Questions, please call ADC Human Resources at 703-792-5840.

JOIN US

Monday
April 7, 2025

Time
09:00 AM - 3:00 PM

Virginia Career Works
Prince William Center
13370 Minnieville Road
Woodbridge, VA 22192

REGISTER Go to bit.ly/4HtHjAO or scan the QR code.

Candidates should be registered on Virginia Workforce Connection at www.vawc.virginia.gov PRIOR TO THE EVENT.



WIOA Title I financially assisted programs and Virginia Career Works - Northern are an equal opportunity program/employer committed to nondiscrimination on the basis of disability in all programs, services and activities. Reasonable accommodations, to include auxiliary aids and services, are available upon request to individuals with disabilities.

VIRGINIA CAREER WORKS
PRINCE WILLIAM CENTER
VIRGINIA WORKS
DEPARTMENT OF BUSINESS DEVELOPMENT AND RETENTION

Hiring Event

PRINCE WILLIAM COUNTY GOVERNMENT
CAREER EXPO



Saturday, April 12, 2025
9:30 a.m. - 1:30 p.m.

Hylton Performing Arts Center
10960 George Mason Circle, Manassas, VA

<https://www.pwcva.gov/departments/human-resources/career-expo>

WORKSHOPS & MORE

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New Employment, eXploration and Transition Program

Attention, unemployed federal workers and contractors!

NOVA can help you quickly and effectively transition your talents to new careers through **FREE** classes and career-related workshops. Explore how your skills and experience can match in-demand jobs available in the region or gain the skills needed to start an enterprise.

What's available through NOVAnext?

Virtual Workshops
Everyone is welcome to take advantage of these free resources.




Interview Techniques
Learn how to confidently present your skills.

Resume Writing
Create a resume that stands out to employers.

AI in the Workplace
Find out how AI is affecting careers.

Free Certification and Skills Training
Qualified individuals can enroll in one IT, HR, project management or entrepreneurship class free of charge.

For more information and eligibility requirements, scan QR code or visit www.nvcc.edu/novanext.



TICKET TO WORK EXPLAINED

HOW TO USE IT TO REACH YOUR WORK GOALS

WEEKLY SESSIONS THROUGH APRIL

9:00 AM (ET) | ZOOM

We strive to make our sessions accessible to all. If you need accommodations to participate, please contact lauren.parker@vcwnorthern.com or call (703) 689-1793 at least 5 business days in advance.



REGISTER HERE

www.vcwnorthern.com/ticket-to-work



Financial Education Workshops

Tuesday, April 1 @ 7pm (Virtual)
Spending & Savings Plans

Tuesday, April 10 @ 7pm (Virtual)
Credit & Debt Management

Tuesday, April 15 @ 7pm (in-person)
Making Housing Decisions


Small Business 101 Workshop

Thursday, April 17 @ 12:00pm
Register: bit.ly/SmallBus101

For a full schedule and to register for any of the classes/workshops, go to: bit.ly/PWFEC_Classes25 Or, scan the QR code.



Scan me



LET'S DO TAXES

FILE YOUR TAXES WITH **LIVE ASSISTANCE**!

Join us for a real-time **do-it-yourself** tax preparation session **in-person** or **online** with Zoom.

THURSDAY,
MARCH 20, 2025
6PM - 7:30PM

-OR-

THURSDAY,
APRIL 3, 2025
6PM - 7:30PM

ONLINE Registration: bit.ly/4hby7zz


IN-PERSON Registration: bit.ly/4hjJqps

*** Limited space available for in-person session ***



ONLINE REGISTRATION ONLY

LOCATION:

 13370 MINNIEVILLE ROAD
WOODBRIDGE, VA 22192

Smart Money Management

Tuesday, April 8

1:00PM - 3:00PM (Virtual)

Wednesday, April 16

7:00PM - 9:00PM (In-person)

Register: bit.ly/2smartmoney

WORKSHOPS & MORE *Continued*



FREE Job Ready & Computer Workshops

Adult Learning Center
14800 Joplin Rd.
Building #4
Manassas, VA 20112

Mondays, Wednesdays, Fridays
6:00 p.m. – 9:00 p.m.

Friday, April 4, 2025 - Virtual

Prince William Career Works Center and Goal Setting for Employment Success

Monday, April 7, 2025 – In Person (Adult Learning Center Bldg.4)

Basic Microsoft Word – Terminology, how to create, open, save, share, and work with documents.

Wednesday, April 9, 2025 – In Person (Adult Learning Center Bldg.4)

Hard and Soft Skills & Intermediate Microsoft Word – Layouts, printing, objects, reviewing documents.

Friday, April 11, 2025 – In Person (Adult Learning Center Bldg.4)

Advanced Microsoft Word – Work with columns, pictures, and tables.

Monday, April 14, 2025 - Virtual

Resume Writing Lecture – Everything you need to prepare your resume

Monday, April 21, 2025 – In Person (Adult Learning Center Bldg.4)

Resume Writing Lab – Create a ready to use resume. *****Bring job & education history and references**

Wednesday, April 23, 2025 – In Person (Adult Learning Center Bldg.4)

Email / Outlook Basics – Email etiquette and how to use, create, and professionally respond to emails.

Friday, April 25, 2025 – In Person (Adult Learning Center Bldg.4) *Bring Social Security Number**

Virginia Workforce Connection Registration and Navigation – Create account learn how to use it.

Monday April 28, 2025 – In Person (Adult Learning Center Bldg.4)

Online Job Application – Job Search and Fill out a real Online Job Application.

Wednesday, April 30, 2025 – Virtual

Networking Strategies and Interviewing Skills

Friday, May 2, 2025 – In Person (Adult Learning Center Bldg.4)

Basic Microsoft Excel – Create, open, save and share workbooks, as well as cell basics.

Monday, May 5, 2025 – In Person (Adult Learning Center Bldg.4)

Intermediate Microsoft Excel – Work with cells and sheets. Printing and introduction to formulas.

New PWCS Adult Students: Please [register](#) by completing the Online Registration on our website: www.PWCS.edu/AdultEd, then check your e-mail for in-person registration and testing appointments. Or Scan the QR code.



Current PWCS Adult Students: Please scan the QR code with your phone and complete the form or email Claudia Gortva at gortvace@pwcs.edu.

Contact Information:

Employment Transition Coach
Claudia Gortva: (571) 249-1555
GortvaCE@pwcs.edu

Community Liaison/Spanish Assistance
Nora Diaz: (571) 316-9757
Diazsani@pwcs.edu

Adult Education Lead for ESOL
Eugene Mensah: (703) 791-8387
MensahE1@pwcs.edu

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

Prince William County Adult Education offers **GED, English, Microsoft Office**, and other **specialty** classes.

For registration and information, visit pwcs.edu/AdultEd or scan the QR code below.



SCAN ME



FAIRFAX COUNTY ADULT & COMMUNITY EDUCATION (ACE)

Offers GED, ESOL, Computer, and Occupational Training Classes.

For more information, schedules, and fees, scan the QR code or go to: bit.ly/FCPS_ACE



LinkedIn Learning

Are you looking to upskill, explore new passions, or boost your career?

More than 16K courses available online and on your schedule.

To get your free license complete the Interest Questionnaire online:

<https://vcwnorthern.com/jobseekers/linkedin-learning>

PARTNER INFORMATION

DARS	Services are available by phone and email.	For information, call 703-335-5550 (press 0 for the front desk) or visit www.vadars.org .
Department of Social Services (DSS)	To apply for public assistance, visit https://commonhelp.virginia.gov .	For general information, call 703-792-7500; For questions, email commonhelp@dss.virginia.gov .
ECMC The College Place-Alexandria	Provides free information and assistance through in-person, telephone and online support for people of all ages seeking higher learning. The College Place offers presentations and workshops, as well as individual assistance completing applications for college admission, financial aid and scholarships.	Email Jason Puryear, Student Success & Outreach Director, at alexandriavatcp@ecmc.org or call 434-218-2675 for questions for more information.
Employment Supports for Lifelong Achievement (ESLA)	Program provides services to residents of Fairfax, Prince William and Loudoun counties with barriers such as low-income, legal history, and/or disabilities.	Visit www.vcwnorthern.com/esla for more information and complete the Inquiry/Referral Form .
Prince William Financial Empowerment Center (PW FEC)	Provides services to help individuals and families in Prince William County advance on a path toward financial stability. Services include financial and small business coaching, financial workshops, housing counseling, and free tax preparation.	For more information, go to https://vcwnorthern.com/pwfec/ Complete an Interest Form and view calendar online.
Northern Virginia Senior Community Services Employment Program (SCSEP)	If you are age 55 or older, currently unemployed and meet certain financial criteria, you may be eligible.	Contact Debbie Fletcher at 703-488-8196 or email scsep@vcwnorthern.com . Attend one of the upcoming Information Sessions to learn more about the program, Tuesdays - 12pm to 1 pm or Wednesdays - 2pm to 3pm. Visit https://vcwnorthern.com/scsep for more information.
Prince William County Schools Adult Education	Community Engagement and Citizenship Preparation, English Language Acquisition (ELA), GED, and other classes are available. For full 2024 class schedule and information, visit http://adulthood.pwcs.edu .	Email adulthood@pwcs.edu or see a staff member for information.
Ticket to Work Program	Are you a job seeker with a disability who wants to work and are receiving SSI or SSDI?	For information, complete Interest Form : https://vcwgov.my.site.com/Application/s/ttw-referral or email myticket@vcwnorthern.com .
Virginia Employment Commission (VEC)	The fastest way to apply for new unemployment benefits, file an additional claim, reopen an existing claim, and certify weekly benefits is through the VEC's Customer Self-Service (CSS) online portal. Visit www.vec.virginia.gov to view tutorials to set up an account and file claims for unemployment.	You may file and inquire about unemployment benefits through the Customer Contact Center by calling 1-866-832-2363 (Monday through Friday from 8:00am to 4:30 pm)
Virginia Works – Department of Workforce Development and Advancement (DWDA)	Effective January 16, 2024, the new agency, DWDA, offers job services to employers and jobseekers. Jobseekers can receive assistance with their job search and preparation in-person and virtually.	Contact 703.897.0407 Email Princewilliam@virginiaworks.gov
WIOA / WIOA Youth	Unemployed and struggling to find employment? Or need an upgrade your skills to gain employment?	To sign up for an Information Session to learn more about the programs and to apply, visit https://vcwnorthern.com/wioa ; young adults, ages 17-24, visit https://vcwnorthern.com/youth-programs .



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