



LOW BUDGET JOB CENTER TIPS

CREATE ONLINE RESOURCES

Having a dedicated page on your website with links and referrals for job-seeking patrons is an easy and free way to provide resources. Categories of links can include local career centers, networking groups, job search support groups, job boards, resume templates, etc. Check out our “Employment Resources” page as an example: <http://www.ci.livermore.ca.us/library/employment.html>

FREE SPEAKERS

Hosting a variety of speakers and workshops for job seekers can be a great way to provide information and you can find many people willing to host this kind of programming for FREE! See what other local career resources such as job search clubs and career centers have for speakers – most, if not all, of these speakers present their seminars for free!

Ask your city’s HR Department if someone can do a talk on employment in the public sector. Many professional Career Coaches and Career Counselors host a wide variety free speaking engagements on topics such as resumes, interviewing, and job searching as a way to introduce clients to their businesses. Maybe a representative from your local S.C.O.R.E. will come to talk about starting a small business? Or perhaps a Financial Services Rep can do a talk on financial security during job transition? It’s possible that a nearby college or university with a program in career counseling may be overjoyed to send some interns or graduates to host a free career advising open house at your library. Be creative!

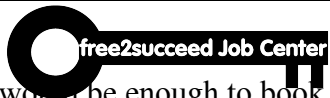
RECRUIT VOLUNTEERS

In a job market where so many people are unemployed, many are taking the opportunity to volunteer in order to keep building experience, network, and find valuable use of their time. Again, be creative in the roles you come up with for others. Could a few Recruiters host a weekly resume review session? Maybe a Sales Manager would be interested in helping to bring in employers for a small Job Fair? Perhaps an Event Planner may be interested in helping you to book some free speakers and set up various workshops on job seeking.

There are a variety of websites nonprofits may use to recruit volunteers to fill various roles. Some of these include www.idealists.org and www.volunteermatch.org, as well as through your own website.

OBTAIN GRANT FUNDING

Look into local companies in your community, especially the larger ones, to see if they have grant or corporate donation programs available. Sometimes a simple one-page letter sent to all large area businesses is a great start in fundraising to begin or continue a job center program. Even a small



donation of a couple thousand dollars would be enough to book speakers throughout the year for your program, or purchase new library materials on job searching!