

How to Age-Proof Your Job Hunt

Here are a few tips for mature workers who are joining the work force for the first time, looking for a new job or returning to the job market after time out:

- **Make your resume timeless.** Leave out your date of birth or the year you graduated from high school or college. List only work experience from the past 10-20 years.
- **Emphasize your current skills.** Let your prospective employer know you can operate a personal computer or any other high-tech equipment.
- **Learn new skills.** If you lack technological know-how or career-specific skills, enroll in courses to get up to speed.
- **Accentuate your accomplishments.** List any noteworthy achievements that distinguish you from others in your field, like how you saved a former employer money or increased productivity.
- **Note life experiences.** List any volunteer or community work that demonstrates teamwork or leadership skills, especially if you're returning to work after a long absence.
- **Create a professional appearance.** Invest in a new outfit for interviews.

PathStone Corporation—NJ Operations

www.pathstone.org

*PathStone offers services
for Seniors*

in the following counties:

*Burlington, Camden, Gloucester,
Salem, Cumberland, Cape May,
Somerset, Sussex, Warren ,
Mercer and Hunterdon County*

Call for Information

856-240-1830

and ask about our

**SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM.**

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PathStone Corporation—NJ Operations

Connecting You to Opportunities

**PathStone Training and
Employment Programs**

**EARN AN INCOME AND GAIN
WORK SKILLS AT THE SAME
TIME AS YOUR JOB-SEARCH!**



**Senior
Community Service
Employment Program**

856-240-1830

ncoa
National Council on Aging

PathStone
Connecting You to Opportunities

The National Council on Aging administers the Senior Community Service Employment Program through a grant from the Department of Labor (DoL). The total value of the grant for Program Year 2020 is \$38,741,145, of which \$34,867,304 (90%) is federally funded and \$3,874,145 (10%) is from non-federal funding.

WE BELIEVE THAT ACHIEVING THE AMERICAN DREAM IS POSSIBLE FOR EVERYONE, REGARDLESS OF AGE.

About the Program

The Senior Community Service and Employment Program serves persons who are low income and age 55 years of age or older by placing them in part-time community service positions where they can **gain skills and work experience** to transition to employment. The program has three main goals for program participants:

- **Upgrade job skills** to help participants obtain **job placement**
- **Help the participant get involved** in his/her community
- **Provide participants with added income** during training

Who can apply?

- You must be at least 55 years old
- You must meet eligible income guidelines
- Preference is given to eligible individuals who have the greatest economic need.

How does the program work?

- Workshops teach you the best methods for searching for, finding, applying, interviewing and getting the right job for you.
- Occupational training helps you acquire new job skills or upgrade the ones you have.
- On-the-job training at government or non-profit agencies for twenty hours a week helps you earn income and gain real world experience. Training sites serve as a bridge to employment positions in your community.
- You receive job leads to employers in your area who are seeking the job skills you have.
- You could also be eligible for free annual physical exams, as well as other applicable supportive services.

About PathStone

PathStone is a private, nonprofit, multi-state, community development and human service organization providing training and employment services since 1969 through funds from the U.S. Dept. of Labor, Workforce Investment Act, Section 167.

Mission: *PathStone builds family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes justice through programs and advocacy.*

Vision: *PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives.*

Other Programs

Adult Training and Employment Programs

*National Farmworkers Job Program
Job Search and Placement Assistance Program*

Youth Training and Employment Programs

*Helping Youth Reach Employment Motivated and Empowered
Helping Youth Prepare for Employment*

Child and Family Development Programs

Migrant Head Start Program

Additional Programs and Services

*Re-Entry, Emergency and Supportive Services
Farmworker Health and Safety*

For more information, call 856-240-1830.