

Employment Resources In Southern Nevada

Finding a Job

Nevada JobConnect is the state's complete job and *training* program.

To get help with your job search, visit a JobConnect Career Center. The centers offer a variety of services all under one roof, including job listings, job placement, career information, education and *training* opportunities, resume preparation, and referrals to other services. The [JobConnect website](#) has lots of great information on finding a job, how to write a resume, how to network, interview tips and much more:

JobConnect Offices:

Las Vegas JobConnect

3405 South Maryland Parkway, Las Vegas, NV 89109

Phone: (702) 486-0100

North Las Vegas JobConnect

2827 Las Vegas Boulevard North, North Las Vegas, NV 89030-5703

Phone: (702) 486-0200

Henderson JobConnect

119 Water Street, Henderson, NV 89015-7290

Phone: (702) 486-0300

Where to Look for Job Listings:

The daily and Sunday **Las Vegas Review-Journal**. Online listings are at www.reviewjournal.com/employment

The Las Vegas Weekly. Online listings are at www.lasvegasweekly.com/classified.html

Classified listings in neighborhood and ethnic papers

Bulletin boards at youth centers, YMCA, community colleges, schools, government offices, community centers, etc.

[Craigslist](#)

[Monster.com](#)

The major hotels and casinos all have job lines. Look in the telephone book under the name of the hotel, or visit www.movetolasvegas.com/jobs

Job Hotlines of Some Major Employers (Non-Casino)

Bank of America, (702) 654-1241

Clark County, (702) 455-3174

City of Henderson, (702) 565-2318

City of Las Vegas, (702) 229-6346

City of North Las Vegas, (702) 633-1514

Cox Cable, (702) 384-9260

Las Vegas Convention and Visitors Authority, (702) 892-2802

Las Vegas Valley Water District, (702) 258-3220

Nevada Power, (702) 367-5200

Nevada State Employment Security Dept., (702) 486-3300

Nevada State Job Info, (702) 486-2920

Norwest Bank Nevada, (702) 365-3087

Southwest Gas, (702) 365-2085

Sprint Telephone, (702) 244-7566

University Medical Center, (702) 383-2490

Valley Hospital Medical Center, (702) 388-4510

Temporary Employment (Temp) Agencies

One way to get on-the-job experience and also maintain some flexibility if you are in school, is to find work through a temp agency. These agencies help employers find short-term help. The jobs range from entry level to highly skilled, and can last from a day to a few months. A temporary job can sometimes lead to a permanent job offer. Agencies make their money by taking a commission on the rate that companies pay their temps, and some agencies take a bigger cut than others.

There are many temp agencies in Southern Nevada. Check in the Yellow Pages under “Temporary Employment Agencies.”

Job Readiness

You can get help with job readiness at the JobConnect centers listed above. Here are some websites with great resources and information on resumes and cover letters, interviewing and other aspects of job readiness:

The UNLV Career Center helps people put together a resume – for free – whether or not you are a student! Their Career Counselors are available by appointment to address your individual web job search needs, including creating an email friendly version of your resume and finding web resources useful for the industry you are targeting. Call the Career Service main number at 702-895-3495 to make an appointment.

University of Nevada Las Vegas (UNLV)

Career Service main number

(702) 895-3495

One book that many people find helpful when looking for a job is *The Ferguson Guide To Resumes And Job Hunting Skills: A Step-by-Step Guide to Preparing for Your Job Search* by

Maurene J. Hinds. At \$45 it's pricey, but said to be worth every bit. It's full of resume and cover letter samples, and does a good job of compiling all the information you need for a job search. It includes lists of common job-hunter mistakes (for instance, not looking an interviewer directly in the eyes), and is appropriate for first-time job seekers.

Other Resources

The Riley Guide

Youth Jobs

Check out the audio feature. Click the radio button to hear the information.

“Workplace Doctors”

Ask a question about a workplace situation and get an email answer from three experts. Or browse the archives to learn how the Workplace Doctors would deal with such workplace issues as verbal abuse, gossip and rumors, perfumes and odors, getting a raise, sexual harassment, and overtime.

Career Planning

www.mapping-your-future.org

This website provides career development activities and helpful hints and suggests steps to take to reach your career goals.

www.nextsteps.org

This site is a good short guide to career planning and decision making for young people ages 15-24.

Job Training

Job training programs can be a great way to develop skills you need for jobs that pay more than minimum wage.

Catholic Charities – Employment Services Center

(702) 387-2218

Clark County GATE (General Assistance/Temporary Employment)

1600 Pinto Lane, Las Vegas, NV 89106

(702) 455-3289

The GATE program helps participants gain work experience, develop good work habits and establish a history of employment.

Clark County School District (Adult Education) -

2701 E. St. Louis Ave.

(702) 799-8650

Community College of Southern Nevada -

3200 E. Cheyenne Ave. (702) 651-4000

Admissions ext. 4060

Re-entry ext 4332

Greater New Jerusalem Family Life Center (CNJ)

(702) 648-1407

3450 W. Cheyenne Blvd., Suites 300, North Las Vegas, NV

Greater New Jerusalem is a Workforce Investment Act youthcare provider that provides training and employment services to youth.

Job Corps – (Young Adults 16-24) – 1050 E Flamingo Rd (702) 382-2702

Nevada Job Connect- Job listings and referrals, career resource room, computers, internet, fax, telephones, placement assistance; resume writing, career/academic counseling:

Las Vegas – 3405 S. Maryland Pkwy.

(702)486-0129

North Las Vegas – 2827 N. Las Vegas Blvd.

(702)486-0200

Henderson – 119 Water St. (702)486-0129

Pahrump – 2101 E. Calvada Blvd.

1-888-787-2568

Nevada Partners (pre-employment workshops, life skills, computer literacy, Youth employment) –

710 W. Lake Mead Blvd

702) 399-5627

The Nevada Registry – Helping to establish a professional development system for the Field of Early Care and Education. Nevada Registry is responsible for the approval of all informal Child Care Training. Providing Placement, training, and information.

680 S. Rock Blvd, Reno NV 89052

(775)448-5276

INFORMATION/REFERRAL

HELP of Southern Nevada

(www.helpsonv.org or www.nevada211.org)

1640 E Flamingo Rd..., Ste. 100

(702) 369-HELP

Nevada's JobConnect (Job listings/job referrals, resume assistance, career exploration & guidance, workshops, job bank, career enhancement program/CEP, job fairs.)

3405 South Maryland Parkway

(702) 486-0100

2827 Las Vegas Blvd North

(702) 486-0200

119 Water St, Henderson

(702) 486-0300

United Way Services

1660 E. Flamingo

(702) 734-2273

Goodwill Industries of S. NV - Career Connections (offers job search and placement services to members of the public, including those with various barriers to employment). Open Monday thru

Thursday, 9:00 am-4:00pm and Friday 9am-12:00 noon.

1280 W. Cheyenne Ave/N LV

(702) 507-3500