

EXPANDING JOB OPPORTUNITIES



SpringFour is here to help. The following guide provides information about resources for individuals who want to improve their career outlook or look for new job opportunities. This guide is intended as a free resource for anyone interested in finding a new job or expanding their skill set at any stage of their career.

[Para ver la información de este documento en Español Haz Clic Aquí](#)

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FINDING AND APPLYING FOR A JOB

JOB BANKS

Job banks, also called job boards, are a good place to start a search and can be useful in determining the types of jobs available, the skills needed, and the expected pay range. Beware of [scams](#), anyone asking for personal information, or jobs that sound too good to be true.

Job seekers can register and post their resume to their [state's job bank](#). State job banks will typically list both government and non-government jobs, as well as state and local resources available to job seekers.

The [Job Search at CareerOneStop](#) is based on three national job banks and provides multiple filters in order to search a zip code radius, recent posting, key words, and remote positions.

TRAINING AND ENTRY-LEVEL JOB PREPARATION

Entry-level job seekers can benefit from taking classes to prepare for working in a professional environment. [WayUp](#) suggests [25 Free Online Classes That'll Make You a Great Job Applicant](#).

[Job Corps](#) is the largest nationwide residential career training program in the country. The program helps eligible young people ages 16 through 24 complete their high school education, trains them for meaningful careers, and assists them with obtaining employment.

An [apprenticeship](#) program offers paid, relevant workplace experience and the skills and credentials that employers value as well as an industry-recognized, nationally-portable credential.



The Department of Labor partners with the American Job Center Network (AJC) to provide a full range of assistance to job seekers under one roof. [CareerOneStop](#) has nearly [2300 centers nationwide](#), offering [training referrals](#), [career counseling](#), [job listings](#), and many more employment-related services.



Indeed's [Job Cast](#) has guidance for all career levels and a library of videos with tips on finding, applying, and interviewing for jobs.

MID-CAREER RESOURCES

UPSKILLING

Mid-level professionals may want to consider upskilling or joining a [professional association](#) to advance their careers. Employers often invest in professional development programs for their employees, but there are many educational and training opportunities available for free. LinkedIn has a library of [online training courses](#) for personal development, performance improvement, leadership skills, and more.

[Stanford University](#), [Harvard University](#), and the [Massachusetts Institute of Technology](#) (MIT) all offer access to their online university courses for free. You'll find other free online courses from universities like Yale, the University of Michigan, and University of California at [Coursera](#).

Look for specialized upskilling in your profession or for certain skills you're trying to improve. For example, [Hubspot Academy](#) provides courses and certifications in marketing, sales, and customer service.

CAREER CHANGE

If you're considering a career change, you can browse occupations by projected growth rate, educational requirements, and projected pay at the Bureau of Labor Statistics' [Occupational Outlook Handbook](#) or their [Career Outlook](#) site.

[My Next Move](#) allows you to search for careers using keywords, browse careers by industry, or get a career suggestion based on your interests and training. [mySkills myFuture](#) helps you build a bridge to a new career by helping you find career opportunities with similar skills.

RETURNSHIPS: RETURN TO WORK PROGRAMS

Returns are opportunities for people who have left traditional employment, generally for two years or more, for many reasons, including caregiving or experiencing a layoff. Multiple companies are offering programs that are typically one to three months long and have the possibility of permanent employment.

[Path Forward](#) partners with more than 90 companies across the country to offer mid-career returns to people who have been caregivers for themselves and others.

FlexJobs provides information on [13 Flexible Companies With Return-to-Work Programs](#). Indeed has information on the [Benefits of Return-to-Work Programs](#), along with a search feature for returns.



[Explore Careers at CareerOneStop](#) has multiple tools for career exploration including [self-assessments](#), information on [high demand occupations](#) in your area, and [career planning resources](#).

FREELANCE AND GIG OPPORTUNITIES

WORKING IN THE GIG ECONOMY

The [gig economy](#) refers to what was originally called freelance or temporary work. Gigs, or side hustles, can be short-term or temporary jobs or tasks that provide the opportunity to earn extra income or to fit work around other priorities. Some gig workers work full-time, but prefer the flexibility over traditional employment.

DollarSprout discusses the [25 Best Gig Economy Jobs for Earning Supplemental Income](#) and offers five important things to consider before starting work in the gig economy, including paying taxes on income, finding something you enjoy doing, and growing your network.

FINDING GIG AND FREELANCE JOBS

[FlexJobs](#) categorizes the [most popular types of gig platforms](#) and provides in-depth descriptions of application requirements, job types, experience level requirements, and payment information. (Note: FlexJobs requires a subscription, but a subscription is not required to view the gig platform guide.)

[TaskRabbit](#) matches people with “Taskers” who can provide a wide range of services and skills, including handyman jobs, assembling furniture, cleaning, yardwork, shopping, personal assistants, parties and events, and more.

[Wonolo](#) helps people find locally-based, short-term jobs based on their interests, skills, and availability in event services, food and beverage, hotel and travel, manufacturing, retail, and warehousing. The [WonoloUp](#) feature provides access to health partners, and investing, savings, and tax tools.

[Dave](#) is a mobile banking app with a [Side Hustle](#) feature, connecting users to local, flexible jobs for extra cash.

[Gigwalk](#) provides its users, known as “Gigwalkers,” to select local gigs that take anywhere from 5 minutes or a few hours, or based on the amount you want to earn. Payment is provided through PayPal and jobs are usually data gathering for different types of companies.



The [Freelancers Union](#) offers financial tools, legal information and guides that walk users through key areas relevant to independent or gig work, including taxes, health insurance, networking, and contracts.

RESOURCES FOR OLDER WORKERS

EMPLOYMENT OPPORTUNITIES FOR 50+

For individuals close to or in retirement, the American Association of Retired Persons (AARP) has [Job Search, Resources and Tools for Workers Over 50](#).

The [AARP job board](#) has multiple features that can assist in a job search, including filters for companies that want to make sure their companies are age-diverse and a part-time work connector that helps job seekers looking for contract work, freelance assignments and other flexible employment opportunities.

[NEW Solutions](#) works to connect professionals, age 55+, with part-time and full-time opportunities at federal agencies throughout the country for grant-administered positions ranging from clerical and administrative to technical and scientific.

AARP's [Online Learning Series](#) offers assistance with technological hiring practices from online applications to online interviews, tools and resources to help with a job search, and tips for everything from developing a positive mindset to acing an interview.

The [Senior Community Service Employment Program](#) (SCSEP) is a community service and work-based job training program for older, low-income Americans.

VOLUNTEER OPPORTUNITIES

Volunteering can offer many [benefits](#), including improving mental and physical health, learning new skills, and providing a sense of purpose.

Consider joining [AmeriCorps Seniors](#), which works with organizations dedicated to helping others. Some programs offer a modest stipend to qualified, low-income volunteers.

AARP has a wide range of [volunteer opportunities](#) and community service programs. Volunteers can search for a specific cause, location, or look for opportunities to volunteer from home through their [Virtual Volunteering](#) program.

Search for volunteer opportunities nationwide by keyword, skill or interest on [Idealist](#).



[BACK TO WORK 50+](#) provides the training and tools older adults need to compete with confidence for today's in-demand jobs. Join the free online workshops on the strategies needed to compete for jobs.

OTHER RESOURCES FOR JOB SEEKERS

FEDERAL JOB SEEKERS

The federal government lists job openings in federal agencies across the country at [USAJobs](#) and provides specialized resources for diverse individuals looking for a job with the federal government, including: students & recent graduates; [people with disabilities](#); non-citizens; [veterans](#); military spouses; senior executive service positions; Native Americans, and Peace Corps and AmeriCorps VISTA volunteers.

VETERANS

As a part of their benefits, Veterans and Servicemembers are eligible for [readiness and employment](#) services to help with job training, employment accommodations, resume development, job seeking skills coaching and small business development.

CareerOneStop offers a [Veteran and Military Transition Center](#) for employment, training, and financial help after military service. Their [Veterans Job Matcher](#) helps Veterans find civilian careers related to their military service and links to job postings in their local area.

JOB SEEKERS AND EMPLOYEES WITH DISABILITIES

The [Job Accommodation Network](#) (JAN) is sponsored by the U.S. Department of Labor's Office of Disability Employment. It provides free and confidential guidance on job accommodations and disability employment issues and resources for [job seekers, employees, and entrepreneurs](#).

SMALL BUSINESS OWNERS AND ENTREPRENEURS

[Hello Alice](#) works to create successful companies, accelerate innovation and strengthen economic growth by providing grant opportunities for entrepreneurs.

[Accion Opportunity Fund](#) provides small business owners with access to capital, networking, and coaching.



U.S. Small Business
Administration

The [Small Business Administration](#) provides information and guidance to entrepreneurs and small business owners. Review their guide on [10 Steps to Start Your Business](#) or look for an adviser in [your area](#) for one-on-one assistance.