



# WELCOME!

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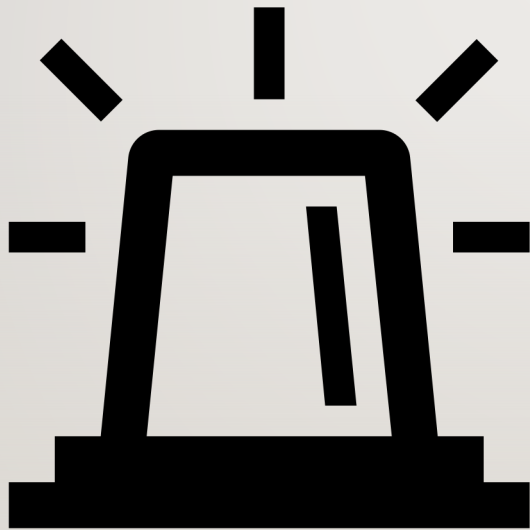
# WORKFOCE WEDNESDAY WEBINAR



Workshop + Employer Spotlight



**Featuring: YMCA, Coca-Cola Southwestern Beverages and The City of Austin**



POLL ALERT

# INDUSTRY FOCUS FOR MAY:

## SUMMER JOBS



Offers immediate careers in various pathways



Offers part-time and shift opportunities to gain experience



**WORKFORCE**  
SOLUTIONS Digital  
First  
*Connecting People to Jobs*



# HOW TO LOOK FOR IMMEDIATE OPENINGS?



[Jobs Now](#) – See immediate jobs posted by Workforce Solutions Capital Area

[WorkInTexas.com](#) - Look for jobs only in Texas, build your resume here!

**“Where employers find you”**

[Indeed](#) - Keyword ‘summer’ for tons of jobs hiring right now!

***Job Postings fact:*** *There were over 30k online job ads in Austin in the last 30 days!*



## Workforce Solutions Capital Area has created RE:WorkNOW

- **260 full scholarships** for rapid, safe training programs for City of Austin and Travis County residents on a first-come, first-served basis — *space is limited!*
- **Supporting \$200/week stipends**, transportation, digital inclusion and career guidance
- **Made possible by** Travis County and the City of Austin funding

[reworknow.org/austin](https://reworknow.org/austin)





• Spaces are limited! You can apply today to learn more about eligibility and identify training programs that align with their career interests: [reworknow.org/Austin](https://reworknow.org/Austin).

• All previously mentioned RE:Work NOW training providers' information/training program details can be accessed through the RE:Work NOW platform.

• Questions? Email [wfs.werc@wfscapitalarea.com](mailto:wfs.werc@wfscapitalarea.com) or call 512-381-5160.

**[Fill out this Referral Tool](#)**

### Career trainings available:

- Construction/Skilled Trades
- Certified Production Technician
- Data analytics
- Cyber security
- Full stack JAVA developer
- Administrative assistant
- Phlebotomist
- Medical secretary
- Welding
- Truck Driving
- HVAC
- and more!

# Summer Job Postings – Sample Positions

## Barista - Summer Moon - Full Time/Part time

Summer Moon Coffee  
Austin, TX 78758 (North Burnett area)

**\$8 - \$9 an hour**

➤ Easily apply  Urgently hiring

- Must be available to work at least 25-30 week, full weekend availability for next 3 months..
- Preparing the highest quality espresso and coffee based drinks..

Active 2 days ago

new

## Mad Science & Art Summer Camp Counselor

Mad Science of Austin  
Austin, TX

➤ Easily apply

- Each day, summer camp counselors will present a fun 1/2 day or full day summer camp to approx.
- Counselors must have dependable car to get to summer camp...

Active 3 days ago

## Full-Time or Part-Time Camp Counselor (Seasonal)

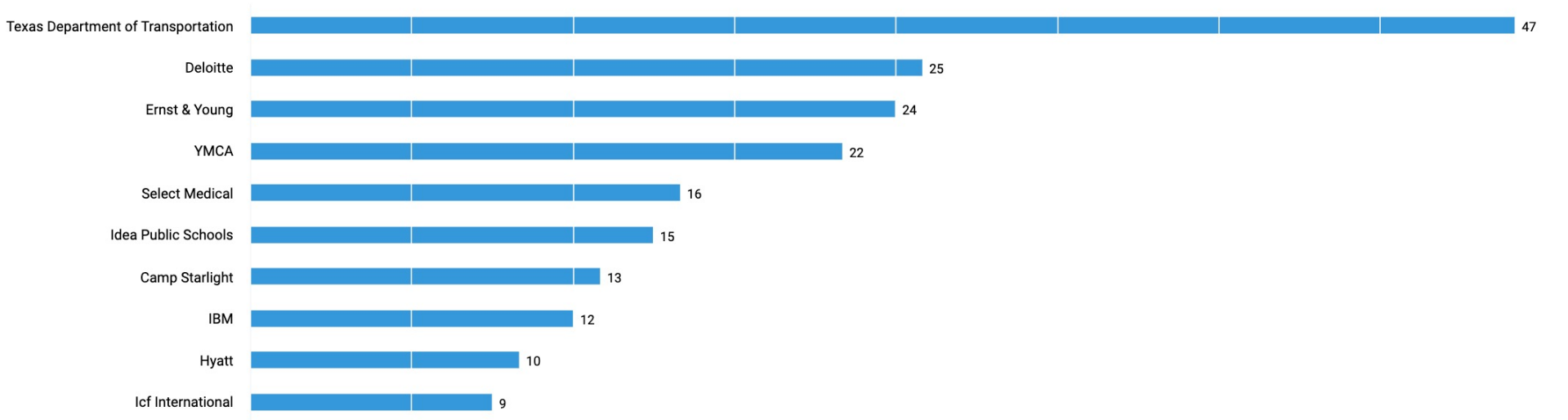
YMCA of Austin **4.0** ★  
Austin, TX 78705 (Hancock - West Campus area)

➤ Easily apply

- This position is based out of the Extend-A-Care YMCA branch that will start in May 2021.
- First day of Summer Camp: June 1st & June 7th \*.

30+ days ago

# Summer Job Postings – Keyword “Summer Job”







Gladys Jaimes

Manager, HC  
YMCA OF AUSTIN





# THE YMCA OF AUSTIN!

## Our Vision

The Y's Commitment to America is developing new generations of changemakers who will create communities we all want to live in. We envision communities where all people achieve health, gain confidence, make connections and feel secure at every stage of life.



# OUR PURPOSE

The Y is the leading nonprofit committed to strengthening community by connecting all people to their potential, purpose and each other. Working locally, we focus on empowering young people, improving health and well-being, and inspiring action in and across communities. If you have a little bit longer... By bringing together people from different backgrounds, perspectives and generations, we ensure that we all have access to the opportunities, relationships and resources necessary to learn, grow and thrive.

# Employee Benefits

## Free Membership

Free individual membership for all facilities in Austin.



## 403b Savings Account

No age or minimum hour requirement, contributions reduce taxable income, and contributions are payroll deducted.

## Employee Assistance Program

Humana Employee Assistance Program is an employee assistance program providing counseling support for employees and their families for any stressors that may occur. Employees may contact their EAP via their website or phone number any time 24/7. 1-866-440-6556 [www.humana.com/eap3](http://www.humana.com/eap3) access code: eap3





## Y Member

"The Y is a place where you can come and make connections and become stronger and realize who you are."

## Y Volunteer

"I'm just so elated and happy to be part of something that's bigger than myself."



# The Principles That Guide Our Work

**CARING:** Show a sincere concern for others

**HONESTY:** Be truthful in what you say and do

**RESPECT:** Treat each other as we'd all like to be treated.

**RESPONSIBILITY:** Be accountable for your promises and actions

# How We Show Up

**WELCOMING:** We're open to all and create spaces where you can be, belong and become

**GENUINE:** We value who you are and encourage you to be true to yourself and others

**NURTURING:** We're with you on your path to reach your full potential

**HOPEFUL:** We believe in your ability to inspire a brighter tomorrow

**DETERMINED:** We work relentlessly to strengthen communities, starting with you.



## Y Member

"The YMCA is another safe space that I can go to in this community."

## Y Member

"The Y just opens doors for so many people."





# Areas of Impact

How we strengthen the community:

## For Youth Development

Empowering young people to reach their full potential



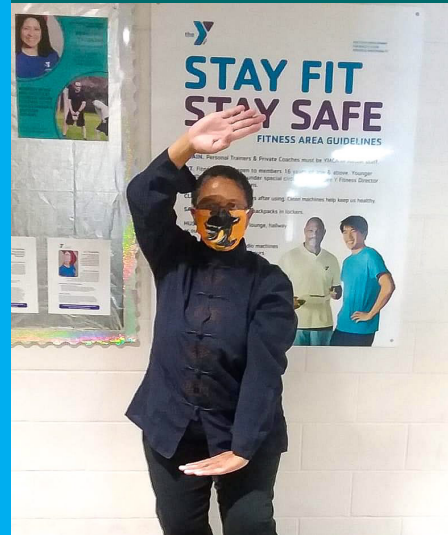
## For Social Responsibility

Providing support and inspiring action in our communities.



## For Healthy Living

Improving individual and community well-being.





# 119 Countries

The Y is a global organization.

# 9 Million Youth

The Y engages **9 million youth** and **13 million adults** each year.

# 13 Meals

The YMCA Summer  
Food Program  
distributed **13  
million meals to  
460,000+ kids.**

# \$573,304 ,198

**Charitable  
donations** annually.



**RECEIVE UP TO  
\$300 IN BONUSES!**



**Got Questions?**

Office: 512.322.9622 ext. 140

[Gladys.Jaimes@austinyymca.org](mailto:Gladys.Jaimes@austinyymca.org)





**Meridith Anderson**

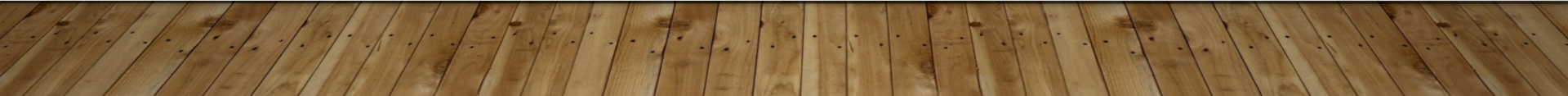
Human Resources Business Partner

Coca-Cola

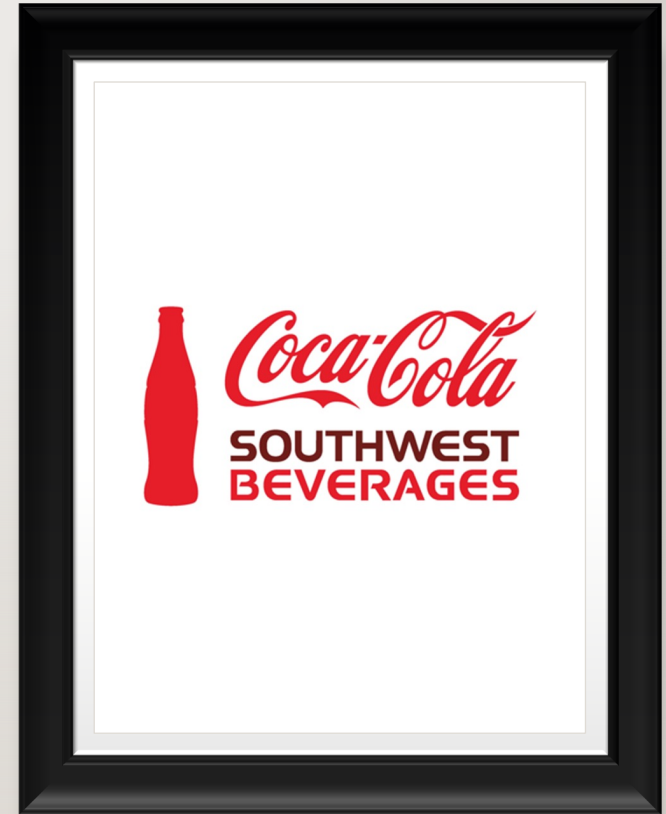


**Wendell Kang**

Austin Warehouse Manager



- 
- **Company Overview**
  - **Background** - how many locations in the Austin metro area (Pflugerville, Manor, Del Valle etc.) for people who live outside of Austin
  - **What is the hiring process for Coca-Cola?**
    - **Current open jobs:**
    - **How to Apply?**
    - **What skills are recruiters seeking in new hires?**
    - **Application pointers** - What's something that can make an applicant's application stand out from others?
  - **When does Coca-Cola experience a high volume of open jobs** (spring, summer, fall, etc.)?
  - **What are the perks/benefits with working at Coca-Cola?**
  - **What is the culture like at Coca-Cola?**





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Q&A





**Janet Silva**

Human Resource Consultant of  
Diversity Recruitment  
City of Austin





Janet Silva

Human Resource Consultant -Diversity Recruitment



City of Austin  
Human Resources Department



# CITY OF AUSTIN RESIDENTS



Municipal Court  
Office of the City Auditor  
Office of the City Clerk

**Mayor and City Council**

**City Manager**

City Attorney



**HEALTH & ENVIRONMENT**



**CULTURE & LIFELONG LEARNING**



**SAFETY**



**GOVERNMENT THAT WORKS FOR ALL**



**ECONOMIC OPPORTUNITY & AFFORDABILITY**



**MOBILITY**

Assistant City Manager  
Parks and Recreation  
Austin Public Health  
Austin Resource and Recovery  
Animal Services  
Austin Public Library

Assistant City Manager  
Police  
Fire  
Emergency Medical Services  
Austin Code  
Watershed Protection

Deputy City Manager  
Management Services  
Human Resources  
Financial Services  
Communications & Technology Management  
Communications & Public Information  
Building Services

Assistant City Manager  
Economic Development  
Development Services  
Planning and Zoning  
Neighborhood Housing & Community Development  
Small & Minority Business Resources  
Telecommunications & Regulatory Affairs  
Real Estate Services  
Austin Convention Center

Assistant City Manager  
Public Works  
Austin Transportation  
Aviation  
Fleet

## OUR VISION:

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members; and where the necessities of life are affordable and accessible to all.

**CITY OF AUSTIN  
STRATEGIC DIRECTION**





# PRIDE



**P**ublic Service & Engagement

**R**esponsibility & Accountability

**I**nnovation & Sustainability

**D**iversity & Inclusion

**E**thics & Integrity



# Awards and Recognition

- Ranked as number nine on the 2017 Forbes list of America's Best Employers
- Healthiest employer in Central Texas- Austin Business Journal
- Innovation Award for Wellness- American Heart Association
- Mother- Friendly Workplace Designation- State of Texas
- Achievement Award for Wellness- State and Local Government Benefits Association
- Top 10 Best Places for Veterans – USAA Magazine
- DOD Pro Patria State Award and Secretary of Defense Freedom Award
- Service Award Governor's Committee on people with disabilities
- Municipal Equality Index- Highest Score in Texas

# Employee Organizations

- Asian-American Employee Network
- CoA African-American Heritage Network
- Austin Hispanic/Latino Network
- Stonewall Equality Employee Network
- Woman to Woman



# Professional Development

## **Lifelong Learning Academy**

*Provides with skills to advance in their current position & professional development opportunities to acquire leadership skills.*

## **Supervisor Academy**

*New Supervisors develop knowledge and skills to support success*

## **Management Academy**

*Current & Future managers develop insight, perspective and skills to lead*

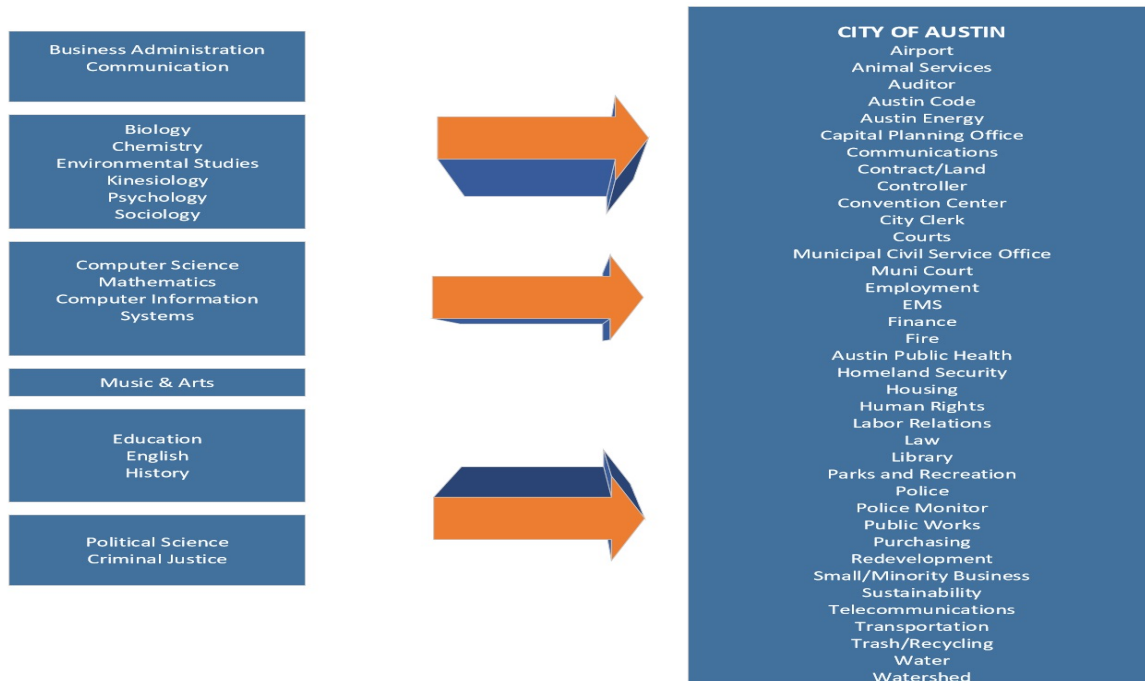
## **Executive Academy**

*Focused on specific executive skills & competencies critical for success and City executive*

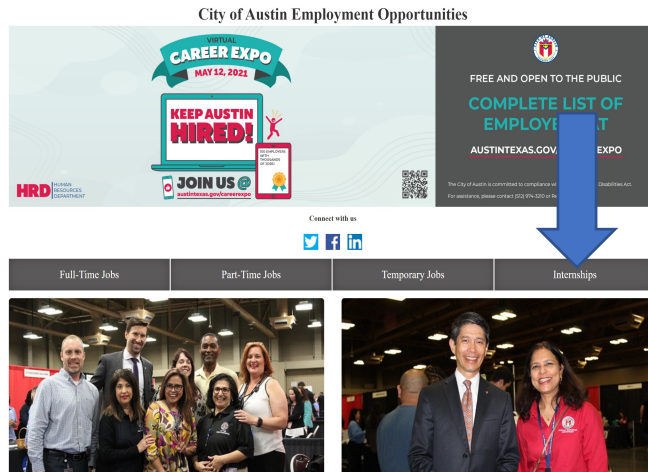
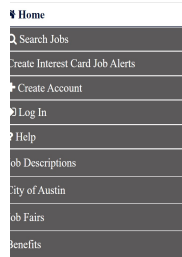
## **Leadership Education and Public Service (LEAPS)**

*Leadership development program for & by City of Austin Employees*

# University Degree



# Preparing your City of Austin Job Application



- Personal Information
- Voluntary Demographic
- Educational & Training & Volunteer Experience
- Employment Record
- References
- Additional Information
- Referral Information
- Supplemental Questions

# Preparing your City of Austin Job Application


AUSTINTEXAS.GOV | AIRPORT | LIBRARY | AUSTIN ENERGY | AUSTIN WATER | CONVENTION CENTER | VISITORS BUREAU | AUSTINGO 2.0

**austintexas.gov**  
the easy way to navigate your city

Pay Online | Services | Calendar | Media Center | Departments | 311

Home  
Search Jobs  
Create Account  
Log In  
Help  
Application Guide

Login Issues?  
City of Austin Home  
City of Austin HR  
City of Austin Job Titles, Descriptions and Pay Scales  
Employment Offices  
Employment Links  
eCareer FAQs  
VETERANS  
Austin Police Cadet Jobs  
Internships  
IMAGINE AUSTIN



**Welcome to the career site for the City of Austin!**





The City is proud of its diverse workforce. Employees at all levels are selected based on their qualifications, skills and abilities.

The City of Austin is a great organization to join. For more information see [City of Austin Job Titles, Descriptions and Pay Scales](#)

The application process, what to expect, and information about using eCareer are explained in our [eCareer FAQs](#). Take a few minutes to read before applying for a job. You can also try our [Application Guide](#) for more information. Right click on the Application Guide link to open in a new window or tab.

**New Users**

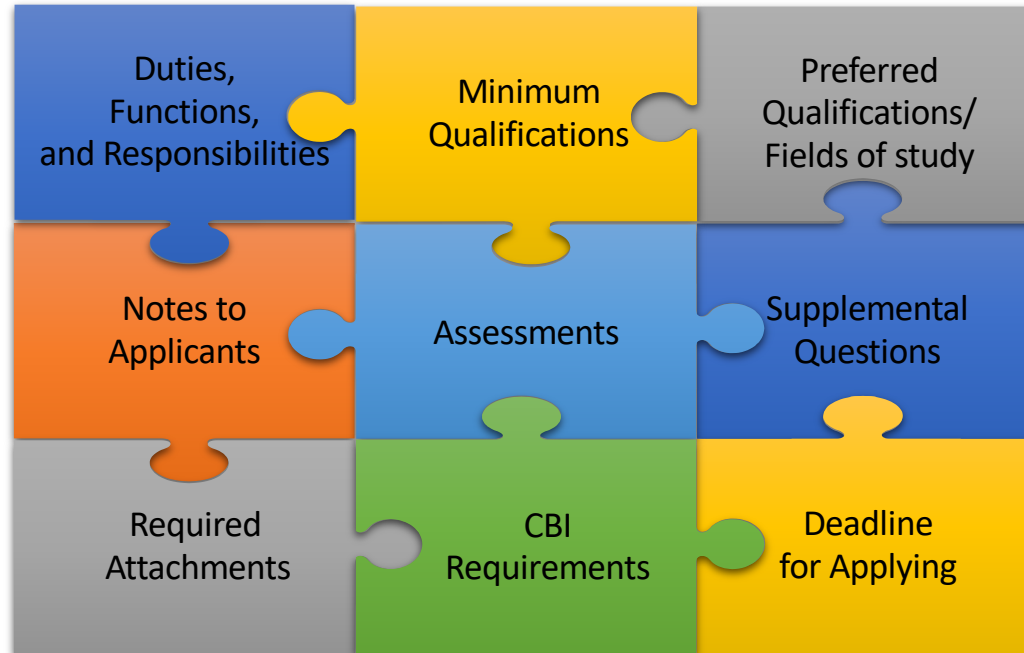
To search positions, click the Search Jobs link at left



- Personal Information
- Voluntary Demographic
- Educational Record
- Employment Record
- References
- Additional Information
- Referral Information
- Supplemental Questions

# Preparing your City of Austin Job Application

## Anatomy of the City of Austin Job Posting



# Interview Process

## The STAR Technique

- S** Situation: Briefly explain the background, which company, job, and situation in which you found yourself
- T** Task: Specifically explain what you had to accomplish, overcome, or solve.
- A** Action: Specifically explain what you did and why you chose to take that action.
- R** Results: Quantify and/or qualify the results of your actions. Did you solve it? Did it save or make money? Did it improve a process, a relationship, etc.? How did you ADD VALUE?

### What is STAR?

- A very popular technique designed to help recall and give the best response to behavioral-based questions.
- It helps capture the main areas that interviewers are looking for in a response.
- It provides letters to guide in presenting thoughts and experience in an orderly manner.

Use the

tips

structure of the acronym if you get off course. When in doubt, skip to R

Be brief in setting it up (just enough for context)

It should last 1-2 min



# Interview Process

## Core Competencies



# Closing Thoughts





# Employment Assistance Locations

**Asian American Resource Center**

8401 Cameron Road  
Austin, TX 78754  
512-974-1700

**African American Youth Harvest Foundation**

6633 Hwy 290, Suite 100  
Austin, TX 78723  
512-428-4480 ext. 218

**DeWitty Training & Employment Center**

2209 Rosewood Avenue, Suite 210  
Austin, TX 78702  
512-974-2721

**Workforce Solutions Capital Area**

6505 Airport Blvd., Suite 101  
Austin, TX 78752  
512-597-7237

**Workforce Solutions**

6505 Burleson Road  
Austin, TX 78744  
512-381-4223

**Note:** If you have any questions related to the City of Austin Employment Process, call 512-974-3210 or email [hrd.ecareer@austintexas.gov](mailto:hrd.ecareer@austintexas.gov)



# Thank You !

Janet Silva

Human Resources Consultant- Diversity Recruitment

City of Austin

Human Resources Department

[CityCollegeInternships@austintexas.gov](mailto:CityCollegeInternships@austintexas.gov)



**WORKFORCE**  
SOLUTIONS **Capital  
Area**

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*Connecting People to Jobs*

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PLEASE COMPLETE THE SURVEY AT THE END OF THIS WEBINAR



**The next Workforce  
Wednesday Webinar is  
on 06/09 from  
3:30-4:30 PM CT**

**Next Industry Focus will  
be on Summer Job  
Opportunities**  
[Register here](#)



# Connect with us



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*Want help with your resume or information about careers and training? Email us at:*

**[CareerLadder@wfscapitalarea.com](mailto:CareerLadder@wfscapitalarea.com)**

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