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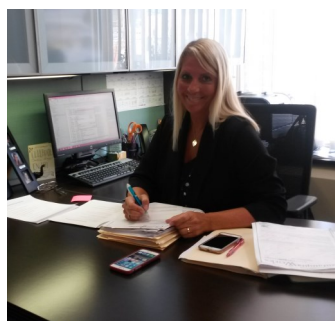
Chautauqua Works

americanjobcenter®

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Executive Director's Message



Seasonal Jobs—A Great Opportunity!

Obtaining a seasonal job offers significant value for individuals, both personally and professionally. First and foremost, it provides a timely source of income, helping individuals manage expenses during specific times of the year. This is especially beneficial for students, part-time workers, or those between full-time roles.

Seasonal jobs also offer flexibility, allowing people to balance work with other

commitments such as school or family.

Beyond financial gain, seasonal employment presents valuable opportunities for skill development. Workers can gain experience in customer service, teamwork, time management, and adaptability—skills that are transferable to future jobs across many industries. These positions often serve as an entry point into competitive job markets, allowing individuals to build a network, develop references, and sometimes transition into permanent roles.

Moreover, seasonal jobs foster personal growth. Individuals can explore different career interests, gain confidence, and experience working in fast-paced or high-demand environments. For young workers or those re-entering the workforce, it's a chance to build a resume and gain a sense

A seasonal job can be far more than temporary—it's a stepping stone for financial stability, professional development, and personal enrichment. Whether used to bridge gaps or launch careers, seasonal work offers meaningful value for anyone willing to seize the opportunity.

MOST POPULAR SEASONAL JOBS:

RETAIL

HOSPITALITY

OUTDOOR

DELIVERY

CONSTRUCTION

Like and follow us on Facebook at:
<https://www.facebook.com/Chautauqua-Works-280188958769133/>

Unique Programs at Chautauqua Works

Chautauqua Works features unique programs for competitive employment in the community. Thanks to the OJET RETI grant, we can now provide funding for individuals to pursue training and credentials in vital renewable energy fields. Contact Rachel Barto at (716) 487-5188 or email rbarto@chautauquaworks.com for more information or questions. Are you interested in getting into the manufacturing industry and

need extra skills? Are you a manufacturer looking for skilled workers? Chautauqua Works' new Manufacturing & Tech Workforce Ecosystem Development Project is here for both of you! Call our office at (716) 661-9553 and ask for Kimberly Olson for more information. Another program focuses on individuals aged 16-24 who have a specific barrier or barriers that limits employment. Please contact Leann Austin at

716-487-5134 (J) or Alex Szymanski at 716-487-5154 (D) for more information.

We are open from 8:30 am to 4:30 pm, Monday through Friday.

Jamestown—4 East 3rd Street, Suite 102, 716-661-9553

Dunkirk—407 Central Avenue, 716-366-9015

WE ARE HERE FOR YOU!

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How to Successfully Participate in a Job Fair.

The Four Step

Elevator Pitch:

1. **Introduce Yourself**
2. **Provide a Summary of What You Do**
3. **Explain What You Want.**
4. **Finish With A Call to Action.**

Indeed.com Career Guide

Chautauqua Works in Jamestown is will be hosting a Job Fair at our office on July 23rd from 10am to Noon. Check out our website or our Facebook Page for participating employers.

It may seem like there are a lot of things you have to do when preparing for a career fair, but our most important advice is simple: **plan ahead**. These two simple words will be the key to your career fair success if you follow them.

As you take the time to plan ahead, you should focus on:

Having your resume written, proofed, and printed. A resume should not be thrown together the night before the career fair. This one page document is a snapshot of your education, experience, and accomplishments. It's crucial that you work to make your resume professional. Don't forget to make plenty of copies, as well! You don't want to be short if a recruiter asks for one!

Being well-groomed, and having an outfit ready. You might be the type of guy who likes the shave the night before or maybe you are the type of woman who likes to have a fresh coat of nail polish before a big day, either way make sure you save yourself some time to get these done. The last thing you want to do is to be shaving in your car while driving to the career fair. Weeks prior to the career fair, plan your outfit accordingly. If you need to go shopping for new clothes, give yourself plenty of time!

Rehearsing your elevator pitch. It will take several times saying your pitch out loud to memorize it and feel confident when saying it to recruiters. Take days or weeks before the career fair to **prepare your elevator pitch** and rehearse it in the mirror. Remember an effective elevator pitch should last no more than 30 seconds!

A polished elevator pitch is useful at career fairs where your time to interact with employers is often limited to just a few minutes. In this instance, use your pitch to quickly make a good first impression and stand out from other candidates. When you introduce yourself to an employer at a career fair, lead with your elevator pitch but try not to jump into it immediately. First, exchange names and greetings, then the employer will likely reply with, "Tell me about yourself." If they don't, then you could say, "I'd love to tell you about myself—would that be ok?" Then begin your pitch.

Researching the companies that will be at the fair. This part of preparation is crucial to success when speaking with recruiters. Go on a company website and review the information. Knowing who they are and what they do will make you stand out amongst other attendees. Reading up on some company news and happenings will go a long way. Also, many companies like to promote their community involvement. Researching this topic can be beneficial as you will show the recruiter that you are interested in many aspects of the company.

Get a Business Card!

When you finish your interaction with a recruiter, make sure you ask for his or her business card. In this way, you have a direct line to the company.

Following up after the Career Fair.

Remember employers and recruiters are meeting dozens of potential hires in a short amount of time. A thank you email is an effective way to remind an employer/recruiter of your interaction with them. Sending a thank you email shows you are interested in the company and any open positions you are seeking.

Here are several key steps you can follow to write a successful thank you letter:

Address your email to the right person.

Reintroduce your self.

Thank them for their time and consideration.

State your interest in joining the company.

Politely suggest an informational meeting or interview

Provide your contact information.

From: "The Most Important Things You Can Do To Prepare for a Career Fair" Career Fair Plus, 2022 and "How to Give an Elevator Pitch" by Jennifer Herrity, Indeed.com Career Guide, 2022

Improving Networking.

What is networking?

Networking is a mutually beneficial interaction that involves exchanging ideas and information between individuals who are connected by a common career, industry, or interest.

Unrelated to computer networking, professional networking refers to the act of building and maintaining relationships with other professionals in your industry or related fields. It is an important aspect of career development and can help individuals to expand their knowledge, opportunities, and connections.

Why is networking important?

Using your network is one of the best ways to find a new job or even a new role at your current company. Why is networking so important? It often comes down to one keyword: referrals.

Thirty-one percent of job seekers find listings through professional connections, especially referrals. Networking can open doors to new opportunities that might be out of reach otherwise.

Plus, a strong professional relationship can inspire someone to hand-deliver your resume to the hiring manager's desk. This can make you stand out from the crowd and even help you land your dream job one day. Many people assume that networking is only useful during a job search. But, the purpose of networking goes far beyond finding your next

job opportunity.

4 ways to network professionally

Attending industry events: This can include conferences, workshops, and other gatherings where professionals in your field come together to share ideas, learn from each other, and make connections.

Participating in online communities: Online communities, such as LinkedIn groups or forums, provide a platform for professionals to connect and share information, advice, and resources.

Joining professional associations: Professional associations are organizations that represent a specific industry or profession, and they often offer networking opportunities, as well as educational and career development resources.

Leveraging social media: Social media platforms, such as Twitter and Instagram, can be used to build your professional network by sharing your work and engaging with others in your industry.

How to become great at networking

1. Consider what you have to offer

Before you go to a networking event, consider what you can give to someone else and what you're willing to offer.

Defining what you can give and your boundaries can help you feel less unsure about networking. When you feel more comfortable, it's easier to build trust with other people, too.

2. Let curiosity lead the way

Make a goal to have a few deep and engaging conversations with a handful of people. Focus on shared interests and let curiosity be your guide. Ask a lot of questions and listen. Most importantly, don't forget to follow up afterward. When you connect on LinkedIn or reach out by email, share something interesting you learned from the person.

3. Set bigger goals

Your higher goal can be learning, contributing to your industry, or something else completely. Either way, having a higher purpose can take the focus off you. Keep that higher goal top of mind to maintain your confidence and drive.

4. Find common ground

Have general questions prepared to ask about people's interests beyond their work life. Connecting over hobbies can help you create a deeper bond.

5. Network everywhere

Find new places to meet people with intention. Attending events and striking up conversations with confidence can help build your network wherever you go. Aim to discover something new and be open to connecting with new people no matter where you are.

Practicing your networking skills can help you become more confident and help you meet new, interesting people.

From "What is networking and why is it so important?" Elizabeth Perry, ACC 5/15/23

"Your most important work is always ahead of you, never behind you." —Stephen Covey

It's OK to Reward Yourself!

“If you are working on something that you really care about, you don’t have to be pushed. The vision pulls you.”—Steve Jobs

Despite what you may have heard, rewarding yourself is a good habit to build. However small, a reward is a good motivation to continue and feel proud of your accomplishment.

Why is it important to reward yourself?

It can be hard to embrace the mindset that rewarding yourself is necessary, but it will benefit your mental health.

Biologically, rewards increase dopamine levels in your brain. Dopamine is a neurotransmitter that helps us feel happy and increases our memory retention, helps us sleep, and regulates our mood and appetite. A surge in dopamine reinforces specific behaviors as worthwhile. Experiencing a rise in dopamine levels is addictive, and we physically and mentally crave that feeling again. When we’re content, we’re more productive.

We also have to make sure that our rewards are concrete and meaningful, not frivolous and constant. Building new physical and mental routines takes time and patience, but the best things come from dedication.

When should you reward yourself?

You should reward yourself more often than you think. Many of us focus on the negatives, like how much work is left or our struggle to succeed.

Having immediate satisfaction is wonderful, but there’s something to be said about delayed gratification. Holding out for later builds

resilience, determination, and it’s even more satisfying once you complete your task. You’ll feel more deserving of whatever you’ve been waiting for. Rewarding yourself for your successes, however frequent and small, matters.

How to reward yourself

Start that new book you’ve wanted to read.

Watch one or two episodes of your favorite show.

Eat some chocolate or ice cream. Food rewards are as delicious as they are effective.

Sleep in.

Order in or go out to eat at your favorite restaurant

Exercise or try a new workout class.

Spend time with your loved ones.

Visit the theater, museum, or a sporting event.

If possible, take a day off work.

Splurge (within reason). Buy yourself a new shirt or pair of shoes.

Listen to a playlist of your favorite music.

Have a short outing to a local coffee shop.

Remember, you can be rewarded in non-materialistic ways, too, like a paycheck, weight loss, or receiving recognition. (“You did a really good job!”)

4 benefits of rewarding yourself

1. Less procrastination

Knowing that you’ll experience a rush when you finally complete a task that you’ve been working on for what feels like forever will motivate you to finish it.

2. Your thinking will become more deliberate and focused

Knowing that you need to finish the task at hand will help you stay focused and aim for that reward.

3. You’ll be able to eliminate distractions better

Why would you pick up your phone and scroll through Instagram when finishing your work means you can take a bath and do a face mask? Focusing on what you want — your reward — will also keep you focused on how to get there.

4. Positive reinforcement will become a regular practice

Checking off boxes on your to-do list is addicting, and its great fuel to propel you through the workweek. We all need incentives. Rewards give you a mental break while providing you with an extra bit of momentum to get back to the grind.

Spoil yourself when you can: As celebrated author and financier Nitya Praska said: “Celebrate personal victories because no one else understands what it took to accomplish them.”

From “You Earned It: Learn About the Benefits of Rewarding Yourself” Elizabeth Perry, ACC

What Happens When the Workplace Goes Off the Rails.

Problems in the workplace can grow worse and affect your mental well-being if not addressed straight away. They can come in a wide range of forms, like miscommunications, disagreements with colleagues and job stagnation.

1. Communication barriers

There are a few things you can try to improve communication at work. One is practicing active listening – paying full attention to your colleagues when they talk, and confirming you understand their meaning. Also pay attention to your non-verbal cues when you speak to others, as they can undermine your message. Another tip is to ask for feedback from your co-workers about your communication style, so you know if your tone or messaging needs refining.

2. Conflict resolution.

The best way to solve a conflict at work is for the two (or more) parties to openly communicate their concerns. Through active listening and constructive feedback, work on a solution to the problem that satisfies all sides. If you're still no closer to resolution, it might be time to contact a neutral party or an HR representative to help mediate the disagreement.

For personal conflicts or similar problems in the workplace that you feel threaten your safety, escalate to management or HR as soon as possible. Record the details of the incident – including the names of any witnesses – in case you need to file an official report. There are labor laws in Australia that protect the safety of workers – you should never feel unsafe in your workplace.

3. Adapting to change

Over the span of your working life you'll likely have to deal with new employees or managers, different workflows, or upgraded technology or equipment, and the better you learn to navigate change the happier you will be. Adaptability is a valuable personal quality to have and something you can work on.

When it comes to being adaptable and overcoming challenges at work, examples include embracing new technology to make you more efficient or working in a different team and learning new skills. Instead of seeing change as something to fear, try to frame it as an opportunity to learn and improve.

4. Work-life balance

One of the most common problems at work can be achieving the right work-life balance for you. When you're first starting out in your career, you might feel you need to prove yourself to your employer, which can often result in being overworked and experiencing burnout. Burnout can have lasting negative effects, like insomnia, anxiety and high blood pressure, and can damage personal relationships.

Ways you can achieve better work balance include:

- Remote or hybrid work to reduce commute time
- Reducing overtime
Working fewer hours, going part time or freelance
- Changing to a less mentally or physically demanding role
- Changing to a job with more flexible conditions

things done faster. If you're still

5. Managing workload and stress

First, reflect on your time-management skills and whether you are organizing your responsibilities in an efficient way. Write a to-do list, prioritize tasks, minimize distractions and see if a more systematic approach helps get things done faster. If you're still struggling, consider delegating work to a colleague or seeking advice from a manager. With open communication you should be able to solve issues to do with workload.

6. Navigating office politics

Whether you work in an office, on a job site or in the field, there will be workplace politics to navigate. There's no solution to workplace politics, but the best approach is to try and get along with everyone and not cause any conflict. You don't have to be friends with everyone at work, but you do have to be able to work with them effectively, which means being on friendly terms. If you're joining a new organization, it's a good strategy to stay as neutral as you can and focus on learning your role while you get a feel for the office culture.

7. Career development and growth

One way to overcome lack of career development is to proactively seek growth in your own time. You might do a course after work, request training on the job, or seek the advice of a mentor. If your workplace has limited opportunities, you might network in your industry to find a new role. A career plan coupled with a commitment to lifelong learning will help you keep moving in the right direction towards your ultimate professional goals.

From: SEEK content team –
updated on February 13 2024

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Find us on Facebook!

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Back Page: Chautauqua/Western NY Data.

For the 12-month period ending March, 2025, the private sector job count in the Western New York region rose by 1,500, or 0.3 percent, to 531,700. Employment gains were largest in private education and health services (+2,000), trade, transportation, and utilities (+900), and leisure and hospitality (+700). Job losses were greatest in manufacturing (-1,200), financial activities (-600), and information (-200). Government sector jobs increased by (+2,400) over the year. (New York State Department of Labor)

The current unemployment rate for Chautauqua County is 5.4% as of March 1, 2025. The current rate is above New York State's unemployment figure of 4.2%. (New York State Department of Labor).

Check out our Facebook Page!

Our Facebook page is updated daily to inform job seekers of open positions throughout Chautauqua County. These positions are either full or part time, temporary or permanent and provided by numerous employers as well as the New York State Department of Labor. Job descriptions and information on how to apply are featured. Please visit our Facebook page and like/follow it!



Chautauqua Works On-Line!

Chautauqua Works has its own webpage:

www.chautauquaworks.com

This website features events, linkages to websites for job seekers, business services, information on our youth, disability, and veteran programs, and other valuable employment resources.

