

Job Shop

A GUIDE TO FREE JOB ASSISTANCE AND TRAINING
PROGRAMS AND OTHER HELPFUL EMPLOYMENT
INFORMATION



2-1-1 United Way of
Greater Atlanta

[Call. Click. Connect.]    

Community resources at your fingertips



Dial **2-1-1** from any phone to speak with a contact center specialist



Go to **211online.unitedwayatlanta.org** and search our comprehensive database



Go to **211online.unitedwayatlanta.org** and chat with a contact center specialist



Email our contact center specialist at **contact211@unitedwayatlanta.org**

United Way 2-1-1 provides an easy way to access comprehensive and specialized information and referrals to community programs and services. United Way 2-1-1 is free, confidential and available 24 hours a day, 365 days a year, in 140 different languages.

2-1-1 connects people to the assistance they need to address everyday challenges of living as well as those that develop during times of community emergencies.

LIVE UNITED



United Way of
Greater Atlanta

FIND HELP

- Food
- Shelter
- Counseling
- And many more

GIVE HELP

- Give money
- Donate items
- Volunteer



Outside Greater Atlanta?

Visit unitedwayatlanta.org/211 or dial 404.614.1000.
TDD Services for hearing-impaired callers are available by dialing 7-1-1 and asking for 2-1-1 or 404.614.1000.

2-1-1 United Way of
Greater Atlanta
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Table of Content

	Page
Job Information	4-6
Senior Community Service Employment Programs	7
Work Clothing	8
Flyers	
Georgia Department of Technical & Adult Education	9
Georgia Department of Labor –Wage and Hour Division	10
Employment Discrimination Assistance.....	11
Atlanta Day Shelter for Women and Children.....	12
Atlanta Center for Self Sufficiency / ACCS	13
Atlanta Workforce Development Agency.....	14
Bobby Dodd Institute	15
Dress for Success Atlanta.....	16
Cobb Works! Work Force Development Center	17

JOB INFORMATION

Agency	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Hours
Atlanta Center for Self Sufficiency			X		100 Edgewood Ave. ATL 30303 (404) 874-8001 ext. 1400	7 am to 11:30 am, 1 pm to 4 pm MON - FRI
Atlanta Workforce Development	X	X	X		818 Pollard Blvd., SW ATL. (404) 546-3000	8 am to 5 pm MON – FRI; job fair: 9 am to noon every TUE
Bobby Dodd Institute - Atlanta	X	X	X		2120 Marietta Blvd. Atlanta 30318 (678) 365-0071	8 am to 4:30 pm MON – FRI; males and females 16 years of age and above with mental or physical disabilities
Bobby Dodd Institute - Jonesboro	X	X	X		221 Stockbridge Rd. Jonesboro, GA 30236 (770) 473-2840	8 am to 4:30 pm MON - FRI
Buckhead Christian Ministry	X				2847 Piedmont Rd., NE ATL. (404) 239-0038	10 am to 1 pm MON TUE FRI; 1 pm to 4 pm WED THU
Center for Working Families		X	X		477 Windsor St. Ste. 101 Atlanta, GA 30312 (404) 223-3303	8:30 am to 5:30 pm MON - FRI; new clients orientation: 8:00 am to noon every other TUE
Cobb Works! Work Force Development Center	X	X	X		463 Commerce Park Dr. Ste. 100 Marietta (770) 528-4300	8 am to 5 pm MON – FRI;
Community Friendship, Inc.		X	X		85 Renaissance Pkwy., NE Atlanta, GA 30308 (404) 875-0381	8:30 am to 5 pm MON - FRI
Creative Enterprises		X	X		701 Hi Hope Ln. Lawrenceville, GA 30043 (770) 962-3908	8:30 am to 4:30 pm MON - FRI
DeKalb Workforce Center	X	X	X	X	774 Jordan Ln. Decatur, GA 30033 (404) 687-3400	8 am to 6:30 pm MON - THU 8 am to 4 pm FRI
Dunwoody Baptist Church	X				(770) 280-1240	9:30 am to 11:30 am MON TUE WED
First Step Staffing		X	X		302 Decatur St., SE Atlanta, GA 30312 (404) 577-3392	9 am to 5 pm MON - FRI homeless individuals; individuals transitioning from homelessness
Fulton Atlanta Community Action Authority		X		X	341 Kelly St., SE Atlanta, GA 30312 (404) 525-0682	8:30 am to 5:30 pm MON - FRI

JOB INFORMATION

Agency	Job Banks	Job Search /Placement	Job Readiness	Interview / Resume Training	Contact Information	Hours
Fulton County Department of Human Services-office of Aging	X	X	X	X	141 Pryor St. Atlanta, GA 30303 (404) 730-1931	This is a comprehensive job assistance center hours vary; call for details
Goodwill Industries of North Georgia – DeKalb County	X	X	X	X	1295 Columbia Dr. Decatur, GA 30032 (404)728-8600	10 am to 5 pm MON - THU; 9 am to 4 pm FRI; 10 am to 2 pm SAT
Goodwill Industries of North Georgia – DeKalb County	X	X	X	X	1502 Pleasant Hill Rd. Duluth, GA 30096 (770) 564-2447	10 am to 5 pm MON - WED; 10 am to 7 pm THU; 10 am to 4:00 pm FRI; 10:00 am to 2 pm SAT
Goodwill Industries of North Georgia – Cherokee County	X	X	X	X	9425 Hwy. 92 Ste. 142 Woodstock, GA 30188 (770) 874-0901	9 am to 5 pm MON - WED; 9 am to 7 pm THU; 9 am to 4 pm FRI; 10 am to noon 1st and 3rd SAT of each month
Goodwill Industries of the Southern River, Inc.		X	X	X	3121 Hwy. 34E Newnan, GA 30265 (678) 854-6839	hours vary; call for details
I Care Atlanta, Inc.	X	X		X	5879-B New Peachtree Rd. Doraville, GA 30340 (678) 615-3341	hours vary by program; call for details
Jewish Family & Career Services - Tools for Employment	X	X		X	4549 Chamblee-Dunwoody Rd. Dunwoody, GA 30338 (770) 677-9300	9 am to 5 pm MON - FRI
Latin American Association	X	X		X	2750 Buford Hwy. (404)638-1800	8:30 am to 5 pm MON - FRI
LDS Employment Resource Services	X	X	X		4823 N. Royal Atlanta Dr. Ste. B Tucker, GA 30084 (770) 493-7423	9 am to 4 pm MON - FRI
Rapid Enhanced Active Development		X	X	X	130 Eagle Spring Ct. Ste. 3 Stockbridge, GA 30281 (678) 565-5501	10 am to 4 pm MON - FRI
Real Life	X				220 Parkade Ct. Ste. A Peachtree City, GA 30269 (770)631-9334	9 am to noon MON - THU; 5 pm to 7 pm THU by appointment only
Southwest Ecumenical Emergency Assistance Center		X			1040 Ralph David Abernathy Blvd. ATL. (404)756-1699	9 am to 11:30 am MON THU by appointment only
Spectrum Technical Institute	X	X	X		2552 Dewey Ave. ATL 30344 (404)629-0574	Hours vary, call for details
Urban League of Greater Atlanta	X	X			100 Edgewood Ave. Ste. 600 (404)659-1150	8:30 am to 5 pm MON - FRI
Women's Employment Opportunity Project, Inc.			X	X	Georgia Hill Neighborhood Center 250 Georgia Ave., SE Ste. 213 Atlanta, GA 30312 (404) 681-2497	9:30 am to 5 pm MON - WED

Job Resources

Georgia Department of Labor

DOCUMENTS:

Picture ID/driver license, social security card,
must provide DD 214 for veteran's services

Atlanta - 2636-14 M.L. King Jr., Dr. Atlanta, GA 30311
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

(404)699-6900

Atlanta - 2943 N. Druid Hills Rd. Atlanta, GA 30329
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

(404)679-5200

Jonesboro - 2450 Mt. Zion Pkwy. Ste. 100 Jonesboro, GA 30236
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

(678)479-5886

Marietta - 465 Big Shanty Rd. Marietta, GA 30066
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

(770)528-6100

Decatur - 3879 Covington Hwy. Decatur, GA 30032
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

(404)298-3970

Norcross - 2211 Beaver Ruin Rd. Ste. 160 Norcross, GA 30071;

(770)840-2200

SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI; 16 to 24 years of age for Job Corps program.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAMS

AgeWise Connection - Atlanta Regional Commission –
SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI
ELIGIBILITY: low-income seniors 55 years of age and above

(404)463-3333

American Association of Retired Persons /AARP –
1718 Peachtree St., NW Ste. 991S Atlanta, GA 30309
SERVICE HOURS: 8:00 am to 4:00 pm MON - FRI
ELIGIBILITY: low-income; seniors 55 years of age and above who need training and job placement
AREA SERVED: Cobb, Douglas, Fulton, Paulding, Polk

(404)892-4446

Jewish Family and Career Services - 4549 Chamblee-Dunwoody Rd. Dunwoody, GA 30338
SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI

(770)677-9300

WORK CLOTHING

A SPECIAL BOUTIQUE, INC. - (404) 547-6950 **Hours:** 10:30 am to 2:00 pm MON - THU; **Eligibility:** low income, homeless men, women and children; **Area Served:** DeKalb, Newton, Rockdale

ACTION MISSION MINISTRY - 18 William Holmes Borders Dr., NE Atlanta (404) 659-4328; **Hours:** 11:00 pm - 2:00 pm MON WED; **Eligibility:** residence of service area only; **Area Served:** zip codes 30303, 30306, 30307, 30308, 30312, 30315

BEULAH MISSIONARY BAPTIST CHURCH - 167 Griffin St., NW Atlanta, GA 30314 (404) 688 - 2296 **Hours:** 9:30 am to noon WED; **Eligibility:** no restrictions; **Area Served:** Cobb, DeKalb, Douglas, Fulton

CHRISTIAN AID MISSION PARTNERSHIP / CAMP - 6289 Veterans Memorial Hwy. #12-A Bldg. 12 (770) 819-0662; **Hours:** 9:00 am to 1:00 pm MON - FRI; **Eligibility:** low-income, residents of service area only; **Area Served:** Cities of Austell, Clarkdale, Lithia Springs, Mableton, Powder Springs

CASCADE COMMUNITY SERVICES - 3144 Cascade Rd., SW Atlanta, GA 30311 (404) 691-5770; **Hours:** 9:30 am to 2:30 pm THU; 9:00 am to noon 2nd SAT of the month

CHRISTINA'S CLOSET - 210 Paulding Ln. Dallas, GA 30132 (770) 445-9201 **Hours:** by appointment only; **Eligibility:** women who are actively seeking employment, newly hired or currently have an interview scheduled; **Area Served:** Bartow, Carroll, Cherokee, Cobb, Douglas, Paulding

EVERY WOMAN WORKS - 100 Hannover Park Rd. Ste. 200 Atlanta, GA 30350 (770) 998-3392; **Hours:** 11:00 am to 3:00 pm MON - FRI; **Eligibility:** females 18 years of age and above; transitioning from a life of substance abuse, poverty, domestic violence or homelessness (drug and alcohol free); women with visual impairment; **Area Served:** DeKalb, Fulton

INTEGRITY TRANSFORMATION COMMUNITY DEVELOPMENT CORPORATION - 692 Lindsey St., Atlanta; **Hours:** 9:00 am to 3:00 pm MON - FRI

KAMILEON'S KLOSET, INC. - Atlanta, GA 30349 (678) 509-5211; **Hours:** 9:30 am to 4:30 pm TUE - THU; **Eligibility:** low income individuals; **Area Served:** Metro Atlanta Counties

MUST CHEROKEE - 111 Brown Industrial Pkwy., Canton, GA 30114 (770) 479-5397 **Hours:** 10:00 am to 2:00 pm MON - FRI; **Eligibility:** residents of service area only **Area Served:** Cherokee

PLACE OF ENLIGHTENMENT, INC. - 2720 Centerville Hwy. Snellville, GA 30078 (770) 982-8221; **Hours:** 9:00 am to 12:30 pm MON WED FRI

REAL LIFE CENTER - 220 Parkade Ct., Ste. A (770) 631-9334; **Hours:** 9:00 am to noon MON - THU; 5:00 pm to 7:00 pm THU by appointment; **Area Served:** Fayette, Coweta

SIGNS & WONDERS, INC. - 120 S. Perry St., Lawrenceville, GA (770) 962-0470; **Hours:** call for appointment: 9:00 am to 1:00 pm MON - FRI; **Area Served:** Gwinnett

Technical College System of Georgia

1800 Century Pl. Ste. 400 Atlanta, GA 30345-4304

(800) 946-9433

DESCRIPTION:

This agency contributes to the economic, educational, and community development of Georgia by providing quality technical education, adult literacy education, continuing education and customized business and industry workforce training to the citizens of Georgia.

SERVICE HOURS: varies by location, call for details

ELIGIBILITY:

16 years of age and above, high school diploma or GED needed for all associate programs

INTAKE PROCEDURE: telephone, walk-in

DOCUMENTS: Picture ID/driver license

FEES: vary by program

Services in this Service Group/Program:

Community Colleges
English as a Second Language
GED Instruction
GED Test Sites
Professional Continuing Education
Technical/Trade Schools
WIA Programs

AREA SERVED: Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

US Department of Labor
Employment Standards Administration
Wage and Hour Division - Atlanta District
61 Forsyth St., S.W. Room 7M10 Atlanta, GA 30303

(877)889-5627 TDD
(866)487-9243

DESCRIPTION:

The Wage and Hour Division (WHD) is a division that enforce the laws which establish a minimum hourly pay rate for employees, conditions for overtime pay and a maximum work week of 40 hours.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

No restrictions

INTAKE PROCEDURE:

Telephone, walk-in, appointment, Internet

DOCUMENTS:

No documents required

FEES:

None

LANGUAGES:

Spanish

EMPLOYMENT DISCRIMINATION ASSISTANCE

Programs that provide assistance for people who believe that they have been denied equal access to employment or that they have been treated unfairly as employees, i.e., that they were sexually harassed or denied equal pay for equal work, passed over for a promotion, denied training opportunities or fired on the basis of their age, gender, race or ethnic origin, nationality, religion, disability, sexual orientation or marital status. In Canada, sources of income, same-sex partner status, criminal convictions, political beliefs and family status may apply. Also included are programs that provide assistance for job applicants who feel they have been denied employment because of a military service obligation or help restore job seniority and pension rights which have been withheld from service personnel because of an absence from work due to a service obligation.

9 to 5, Atlanta Working Women - 501 Pulliam St., SW Ste. 344 Atlanta, GA 30312 **(404)222-0037**

DESCRIPTION: This agency offers assistance to working women who are experiencing discrimination such as sexual harassment or pregnancy discrimination; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Anti-Defamation League -

(404)262-3470

DESCRIPTION: This organization provides cultural diversity awareness workshops, fights discrimination through education and advocacy, and assists with filing formal complaints. They also maintain an extensive database of terrorist activity through out the globe; **SERVICE HOURS:** 9:00 am to 5:00 pm MON – FRI.

Atlanta Legal Aid Society - 151 Spring St., NW Atlanta, GA 30303

(404)524-5811

SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI; senior legal hotline: 9:00 am to 3:00 pm MON – FRI.

Georgia Advocacy Office - 150 E. Ponce de Leon Ave. Ste. 430 Decatur, GA 30030

(404)885-1234

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI; **ELIGIBILITY:** people with disabilities or mental illness and their families.

NAACP - Atlanta Branch – 2001 Martin Luther King Jr. Dr., Atlanta, GA 30310

(404)756-5447

SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

U.S. Equal Employment Opportunity Commission - 100 Alabama St. Ste. 4R30 Atlanta, GA 30303

SERVICE HOURS: 8:30 am to 3:00 pm MON – THU; 8:30 am to noon FRI

(800)669-4000

JOB ASSISTANCE PROGRAM

ATLANTA DAY SHELTER

FOR WOMEN AND CHILDREN

655 Ethel St., NW, Atlanta 30318

404/876-2894

Services Hours:

8:00 am to 4:00 pm MON - FRI; 8:00 am to 2:00 pm SAT

Medical Services: 9:00 am to 3:00 pm TUE-THU

FOCUS

Provides self-support programs and services

Professional and trained workers

Provides a daytime home where basic needs are met

SERVICES:

Alcoholism Counseling

Bathing Facilities

Career Counseling

Childhood Immunizations

Community Clinics

Computer and Related Technology Classes

Confidential HIV Testing

Drug Abuse Counseling

Homeless Drop In Centers

Individual Counseling

Job Search/Placement

Laundry Facilities

Pap Tests

Transitional Case/Care Management

WIC Applications/Certification

JOB SERVICES

Atlanta Center for Self Sufficiency/ACCS

Employment Readiness Program

100 Edgewood Ave., NE Ste. 700
Atlanta, GA 30309

(404) 874-8001 Ext. 1400

What does the A.E.C. offer you?

Career Counseling
Case/Care Management Referrals
Classroom Training
Computer and Related Technology Classes
Ex-Offender Employment Programs
Job Banks
Job Fairs
Job Interview Training
Job Readiness
Job Search Resource Centers
Job Search Techniques
Job Search/Placement
Mental Health Related Support Groups
On the Job Training
Resume Preparation Assistance
Supported Employment
Veteran Employment Programs
Vocational Assessment

SERVICE HOURS:

8:00 am to 4:00 pm MON - FRI

Atlanta Workforce Development Agency

818 Pollard Blvd., SW Atlanta, GA 30315

(404)546-3000 Main Number

DESCRIPTION:

This agency's mission is to provide a single point of entry for workforce information - bringing businesses, job seekers, and training providers together to provide skilled workers for every business and employment.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI; orientation
Job Fair: 9:00 am to noon every TUE

ELIGIBILITY:

City of Atlanta residents

INTAKE PROCEDURE:

Telephone, walk-in, appointment

DOCUMENTS:

Proof of residence or lease, employment history, military status if applicable

AREA SERVED:

City of Atlanta

BOBBY DODD INSTITUTE

221 Stockbridge Rd. Jonesboro, GA 30236

(770)473-2840

DESCRIPTION:

This is a comprehensive work based rehabilitation program serving the needs of individuals with disabilities. WORKTEC subcontracts work from businesses and industry to train participants in needed work habits and specialized job skills. Classes assist in remedial education and learning to broaden participation in community life.

SERVICE HOURS:

8:00 am to 4:30 pm MON - FRI

INTAKE PROCEDURE:

Telephone

ELIGIBILITY:

males and females 16 years of age and above with mental or physical disabilities

DOCUMENTS:

Picture ID/driver license, social security card, proof of residence or lease, medical or psych records

REFERRAL REQUIRED:

GA Department of Vocational Rehabilitation

FEES: None

AREA SERVED:

Clayton, Fayette, Henry

Dress for Success Atlanta

67 Peachtree Park Dr. Ste. 101 Atlanta, GA 30309
(404)589-1177

DESCRIPTION:

This organization helps low-income women make tailored transitions into the workforce. The organization provides interview suits, confidence boosts and career development to low-income women re-entering the workforce, or entering the workforce for the first time. Anyone needing assistance from this agency must contact one of their partner agencies and obtain a referral. See below for a list of this agency's community partners.

SERVICE HOURS: 8:30 am to 4:30 pm MON – FRI

ELIGIBILITY:

work clothing: must have interview scheduled or already be a clients of agency, all
 other services: women who have scheduled interviews; must be in the job training program; must be referred by one of the member agencies listed below

INTAKE PROCEDURE:

Telephone, appointment only; agency requires a written referral from one of their partner organizations; call agency for more details

DOCUMENTS: Picture ID/driver license, referral from partner agencies

FEES: None

These are the community partners from which a client can get a referral for Dress for Success.

Asian-American Resource Center Atlanta Day Shelter for Women & Children Atlanta Enterprise Center Atlanta Technical College Atlanta Union Mission Atlanta Urban League Atlanta Workforce Development Atlanta's Children's Shelter Breakthru Housice, Inc. Briggs and Associates Center for the Visually Impaired City of Hope Cobb/Douglas County Board of Health Community Friendship Community Opportunity center Covenant House of Georgia D & E, A Financial Education and Training Institute DeKalb Juvenile Court DeKalb Workforce Center Drake House East Lake Family YMCA Every Woman Works Families First First Presbyterian Church Fulton Atlanta Community Goodwill Industries of North Georgia	House of Hope Institute for Global Education Integrated Life Center Interfaith Ourtreach Home, Inc. International Rescue Committee Jewish Family & Career Services Let's Talk About the Family Literacy Action, Inc. Lutheran Services of Georgia Mary Hall Freedom House Nicolas House, Inc. Operation Hope Educational & Developmenta Corp. Partnership Against Domestic Violence Peer Project Refugee Resettlement & Immigration Services of Atlanta Ropheka Rock of the World Ministries Samaritan House of Atlanta Spirit of Oneness, Inc. St. Jude's Recovery Center Sullivan Center Tangu Phase II, Inc. Turning Point Enterprises Women in Community Women's Employment Opportunity Project WORKTEC YMCA Workforce Enterprise
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AREA SERVED:

Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

Cobb Works! Work Force Development Center

463 Commerce Park Dr. Ste. 100 Marietta, GA 30060

(770)528-4300

DESCRIPTION:

This organization offers numerous employment services including job training, prevocational training, and career counseling.

SERVICE HOURS:

8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:

dislocated worker or economically disadvantaged

INTAKE PROCEDURE:

telephone, walk-in, appointment

DOCUMENTS:

Call for details

FEES:

None

AREA SERVED:

Cobb