

ADDITIONAL OPPORTUNITIES

◆ Career Advancement Training

Our Career Advancement Training program includes classes in soft-skills, such as conflict resolution, resume writing, and interviewing skills, which are necessary to find and maintain quality employment.

◆ Computer Learning Lab

In our computer lab we offer classes including Keyboarding, Microsoft Windows and Office applications, and resume building; the lab is also available for individuals to practice computer skills, write resumes, and search for employment. Eligible individuals can earn a USB flash drive after completing 30 hours of classes.

◆ Employment Assistance

Our Employment Specialist provides one-on-one guidance for accessing local job openings, updating your resume, and preparing you for an interview. Services include: job search techniques, resume writing, cover letter writing, interview skills, and dealing with barriers to employment.



Contact Information

Community Action Partnership of
Lancaster and Saunders Counties

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Community Action's Center for Refugees & Immigrants



**Build skills that will help you
reach your goals**



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Our Mission

We empower people struggling in poverty to reach their full potential and achieve self-sufficiency.

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Community Action Partnership of Lancaster and Saunders Counties is a private, non-profit Community Action Agency serving Lancaster and Saunders Counties in Nebraska. Like the more than 1,200 other Community Action Agencies across the United States, we provide supportive services to individuals and families facing poverty in our community.

We help families in crisis meet their basic needs, help individuals attain their educational and employment goals, and ultimately people strengthen their own families.



EMPLOYMENT SERVICES

Community Action offers New Americans one-on-one employment services including:

- Job Search Techniques
- Resume Writing
- Cover Letter Writing
- Interview Skills
- Dealing with Barriers

Through soft skills training, career advancement training, computer training and ESL classes with an employment emphasis, we help new Americans address their individual barriers to quality employment.



We provide services that are aimed at helping refugees and immigrants build the skills that will enable them to reach their employment potential and ultimately achieve self-reliance.

General services include:

- ESL classes
- Cultural orientation classes
- Immigrant support
- Interpretation & Translation