

## Starting Points for Careers with a Future

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Some positions require a special degree or training; many do not. Certificates and/or college courses do open up more possibilities. Select a field that interests you. Useful websites for ideas based on your interests are [www.mynextmove.org](http://www.mynextmove.org), O\*NET [O\\*NET OnLine \(onetonline.org\)](http://O*NET.OnLine.onetonline.org), [California CareerZone \(cacareerzone.org\)](http://CaliforniaCareerZone.cacareerzone.org), and [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org). Websites like [www.indeed.com](http://www.indeed.com) and [www.ziprecruiter.com](http://www.ziprecruiter.com) can help you locate openings for practically any job title of your choice.

**Airlines** – Airlines hire Flight Attendants, Customer Service Agents, Baggage Service Agents, Maintenance Support, Ground Crew and more. Try [careers@flysfo.com](mailto:careers@flysfo.com) for positions such as ramp agent, aircraft fueler, wheelchair attendant, cargo warehouse handler and aircraft security guard as well as food and beverage openings. For U.S. Government jobs with TSA go to <https://jobs.tsa.gov>

**Animals** – Dog Groomer, Animal Care Technician, Pet Hotel Associate, Doggy Daycare Attendant

**Arts, Media & Entertainment** – Consider Photographer's Assistant, Electronic Equipment Operator, Videographer, Make-up Artist, Graphic Designer, Event Coordinator Assistant, Camera or Sound Technician. Search [www.craigslist.org](http://www.craigslist.org) under “art/media/design” or “tv/film/video” or “gigs”

**Biotech** – Half of the jobs in drug manufacturing are in production, maintenance or material-moving occupations. Possible Job Titles: Material Handler, Maintenance Technician, Electrical Engineering Technician, Quality Specialist, and Clinical Records Associate. Try [www.biospace.com](http://www.biospace.com)

**Business Operations** – Administrative Assistant work is often the door to higher-level jobs in the business world. Software, communication, time management & organizational skills, along with ongoing education and certifications will provide career ladders.

**Building and Other Trades** – Apprentice programs can get you on the payroll while you master a trade. Union opportunities can be found at [www.calapprenticeship.org](http://www.calapprenticeship.org).

**Computer Technical** – Help-desk Support, Computer Repair Technician, Computer Network Technician can be entry positions with career technical school certifications.

**Digital Media** – Video Game Tester is a title used by video game manufacturers. Social Media Content Producer, E-Commerce Marketing Assistant, or Livestream Technician are other entry points.

**Driving** - Bus companies and school districts will sometimes train people with good driving records as Bus Drivers. Delivery driver is another entry position. Companies such as FedEx and UPS may offer opportunities for growth in logistics. Go to [www.layover.com](http://www.layover.com) for jobs if you have a Class A license.

**Education** – Special Education Aides requires high school graduation or AA degree plus one year of experience working with school age children and/or those with disabilities in an organized setting. There are opportunities as Preschool Aides in private and public settings. Counties hire Family and Children's Services Infant/Toddler Associate Teachers. You usually need ECE (Early Childhood Education) units which can be obtained at a community college.

**Environment** - Green is in. Look for jobs such as: Solar Installer, Hazardous Waste Technician, Recycling Technician, Soil Sampler, Pest Control Technician. Take a position with an Alternative Energy provider or a Clean Tech manufacturer or Green Builder.

**Finance** – Teller, Personal Banker, Online Customer Service Representatives, New Account Clerk, Brokerage Clerk, Records Processor, Claims Clerk, & Account Clerk are good starting positions.

**Healthcare** – The following professions require short-term training: Medical Assistant, Phlebotomist, Medical Records Technician, Personal and Home Care Aide, Emergency Medical Technician. Opportunities also exist in mental and behavioral health as behavior technicians, peer counselors, outreach workers and Individualized Home Support (IHS) workers helping those with disabilities.

**Hospitality** – Catering Staff, Meeting Planner, Front Desk Clerk are some entry titles. Try [www.hospitalityonline.com](http://www.hospitalityonline.com) , [www.hcareers.com](http://www.hcareers.com) or local hotel chains or resorts that interest you.

**Insurance** – Claims Agent, Customer Service Representative, Insurance Biller and Underwriting Assistant are possibilities; [www.greatinsurancejobs.com](http://www.greatinsurancejobs.com) is one search engine.

**Library** – Look for Library Assistant and Library Clerk positions in your county library system.

**Legal** – Legal Assistant, Legal Intern and Law Clerk and Intake Clerk are entry job titles in the legal field. Go to [www.ihirelegal.com](http://www.ihirelegal.com) for more ideas and possibilities.

**Mechanic** –Auto shop training can lead to entry positions as Auto Mechanic or Smog Technician. Starting as a Lube and Oil Technicians is another entry point. Equipment rental companies hire those with mechanical skills to keep their equipment in running order.

**Manufacturing** – Refinery Technicians, Pipe Fitters and Industrial Electricians are in demand. Career ideas and job leads for manufacturing jobs can be found on [www.manufacturingjobs.com](http://www.manufacturingjobs.com).

**Property Management** – Take a position as a Property Management Assistant to learn the basics of real estate management. Look at [www.apartmentjobs.com](http://www.apartmentjobs.com) for other job titles and open positions.

**Retail** – Retail Salespeople are the face of any business. Retail work develops skills that are transferable to virtually any business activity: planning and teamwork skills, fluency with technology, marketing, purchasing, logistics, customer service, managing and more.

**Security/Law Enforcement** - Security Guards can move into Loss Prevention Agent positions. The California Highway Patrol recruits U.S. citizens between the ages of 20-35 with a high school diploma or the equivalent to become Officers. Call 1-888-4A CHP JOB. Homeland Security hires U.S. Border Patrol Agents. Apply at [Homeland Security | Home \(dhs.gov\)](http://HomelandSecurity.gov). The California Dept. of Corrections hires Correctional Officers and local counties hire Deputy Sheriffs. An AA degree may be helpful.

**Social and Community Work** – Community Outreach Worker is a title used by some social agencies. Eligibility Worker is an entry position through most county Social Service Departments. Go to [211alamedacounty.org](http://211alamedacounty.org) or <https://cccc.myresourcedirectory.com> to search for nonprofit and county agencies in Alameda and Contra Costa Counties that hire. Try [www.workforgood.org](http://www.workforgood.org)

**Staffing Agencies** – Try [www.aerotek.com](http://www.aerotek.com) , [www.expresspros.com](http://www.expresspros.com) and [www.nelsonconnects.com](http://www.nelsonconnects.com)

**Technicians** – Those with mechanical skills and some training can be hired as Appliance Repair Technicians, Industry Facilities Technicians, Power Plant Technicians, Utilities Operators, & HVAC Installers. Community colleges or on-the-job training are entry points.

**United States Military** – The Army, Navy, Air Force, Marine Corps and Coast Guard provide training that can transfer to civilian careers.