



## PROFESSIONAL DEVELOPMENT RESOURCES AND IDEAS

AmeriCorps Alums considers professional development to be an important resource for AmeriCorps alumni and therefore the national office strives to provide professional opportunities and resources (for free or at a reduced rate) that all the chapters can take part in. However, due to location and availability of funding, as well as the diversity of interests and resourcefulness of local chapter members, local chapters are often the best sources for professional development opportunities.

Below are a number of ideas and resources available to provide your chapter with professional development opportunities.

### Professional Development Opportunities from the AmeriCorps Alums National Office

Professional development opportunities provided by the national office may be varied, but are often focused on Life after AmeriCorps, Employment Skills, and Employment Skills for the Service Sector.

#### AmeriCorps Alums Career Center

The AmeriCorps Alums Career Center at <http://www.americorpsalums.org/> provides not only job postings related to civic service, but also has professional development resources and tips as well.

#### Life after AmeriCorps Training and Resources

[http://encorps.nationalservicerresources.org/life\\_after\\_ameriCorps/](http://encorps.nationalservicerresources.org/life_after_ameriCorps/) - EnCorps resources for developing Life after AmeriCorps training

#### Skills-Based Volunteer Opportunities

Seek out skills-based volunteer opportunities to develop and improve professional skills, either individually or as a group.

#### Other Online Resources

Use online resources to develop a professional development opportunity or simply share them with your chapter. In addition to the national or global resources listed below, there are also state and county-specific resources you can search for.

<http://online.onetcenter.org/> - "nation's primary source of occupational information"

<http://www.glassdoor.com/> - over 32,000 company salaries, reviews and interviews posted anonymously by employees

[http://www.alliancetac.com/index.html?PAGE\\_ID=34](http://www.alliancetac.com/index.html?PAGE_ID=34) - various free professional development resources

<http://www.rileyguide.com/> - free job resources

<http://www.usajobs.gov/> - federal jobs and employment information

<http://www.bls.gov/> - Bureau of Labor Statistics including Occupational Outlook

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<http://blogs.harvardbusiness.org/hbr/hbreditors/> - Harvard Business Review Editors' Blogs with a plethora of professional development tips and resources

<http://www.job-hunt.org/> - site with a lot of free resources, including e-books for professional development as well as job search

<http://www.indeed.com/> - way to search multiple job search sites at one time

<http://idealist.org/> - job search site for the service sector

<http://www.nonprofitjobs.org/> - nonprofit job search site

<http://www.opportunityknocks.org/> - nonprofit job search site

[http://www.nonprofitexpert.com/nonprofit\\_jobs.htm](http://www.nonprofitexpert.com/nonprofit_jobs.htm) - almost exhaustive list of nonprofit job search resources

<http://www.careeronestop.org/> - multitude of resources provided by US Department of Labor

<http://jobopenings.net/> - job listing service

<http://jobbankusa.com/> - national job search site

<http://www.recruitmentresources.com/4work.html> - free job search site

<http://www.careerbuilder.com/> - job search site

<http://www.careermag.com/> - job search site

<http://www.nowhiring.com/> - job search site with professional development resources

<http://chronicle.com/section/Jobs/61/> - the chronicle higher education job search site

<http://www.cjhunter.com/> - contract job search site

<http://www.employmentguide.com/> - job search site with other career resources

<http://www.jobweb.org/> - career and job search advice for new college graduates

<http://www.monster.com/> - job search site

<http://www.truecareers.com/> - job search site and other career resources

[http://www.smartwebby.com/web\\_site\\_design/](http://www.smartwebby.com/web_site_design/) - free web design tutorials

[http://nonprofit.about.com/od/fundraising/Fundraising\\_Tips\\_and\\_Tools.htm](http://nonprofit.about.com/od/fundraising/Fundraising_Tips_and_Tools.htm) - fundraising tips and tools for nonprofits

<http://www.npguides.org/> - grant-writing tools for non-profit organizations

<http://www.merrillassociates.net/topic/2001/03/creating-resume-showcase-volunteer-and-service-experience/> - creating a resume to showcase volunteer and service experience

### Other Professional Development Contacts

- Contact your local Chamber of Commerce for Professionals to serve as Guest Speakers.
- Get involved with your local HandsOn Network Affiliate to recruit Volunteer Speakers.
- Ask your College Professors if they would provide a pro-bono professional workshop.

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- Work with your State or Local Workforce agencies to alert your members to opportunities to attend individually or as a group.
- Form an alliance with and recruit professionals from the local chapter of the Young Nonprofit Professional Network to provide workshops.
- Get to know your new chapter members and find out if they are interested in being a guest speaker or panelist to present on one of their areas of expertise.

### Other Professional Development Workshop Ideas

- Interviewing Skills for a Job Seeker
- Resume and Cover Letter Preparation or Editing
- Effective Professional Networking
- Job Search Strategies
- Website Design
- Marketing Yourself, Write Your Own Elevator Speech
- Recruiting the Right Employee/Volunteer
- Conflict Resolution
- How to be a More Effective Leader at Work
- Volunteer Project Management
- Effective Decision Making
- Goal-Setting for Success
- Motivating Employees or Volunteers
- How to Communicate Better
- Fundraising
- Using Your Blog to Promote Your Cause or Business
- Discounted CPR Certification
- Organizing Disaster Relief
- Computer Skills (MS Word, MS PowerPoint, Photoshop, etc.)
- Grant-writing

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