New York’s Literacy Zones

Career/Job Fair

When: Any day/days between October 1, 2016 and December 15, 2016

Where: Literacy Zone Family Welcome Center
- One Zone = One Career/Job Fair
- Two Zones = Two Career/Job Fairs etc.

Career Pathway
Focus on one or two Career Pathways
Develop information about education requirements and assistance with funding
Identify potential local employers

Must-Haves
At least 2 major employers from the community
Community college contact (if applicable, if none available – a training organization)
NYSED Regional Liaison invite
Respective RAEN Center invite
Priority Partners, minimum of two
Public Service announcement

Record Keeping
All attendees recorded in ASISTS
- Most will be existing LZ students (already in ASISTS)
  - Additional attendees – 5 demographic required fields
- Record new attendees
- Create Instructional Offering
  - Coded as LZ funding
  - Non-instructional

Flyer
Develop your own Literacy Zone flyer
Specific focus on Career/Job Fair
Be sure to send to your NYSED Regional, your RAEN, and Rosemary Matt