

JANUARY 2023



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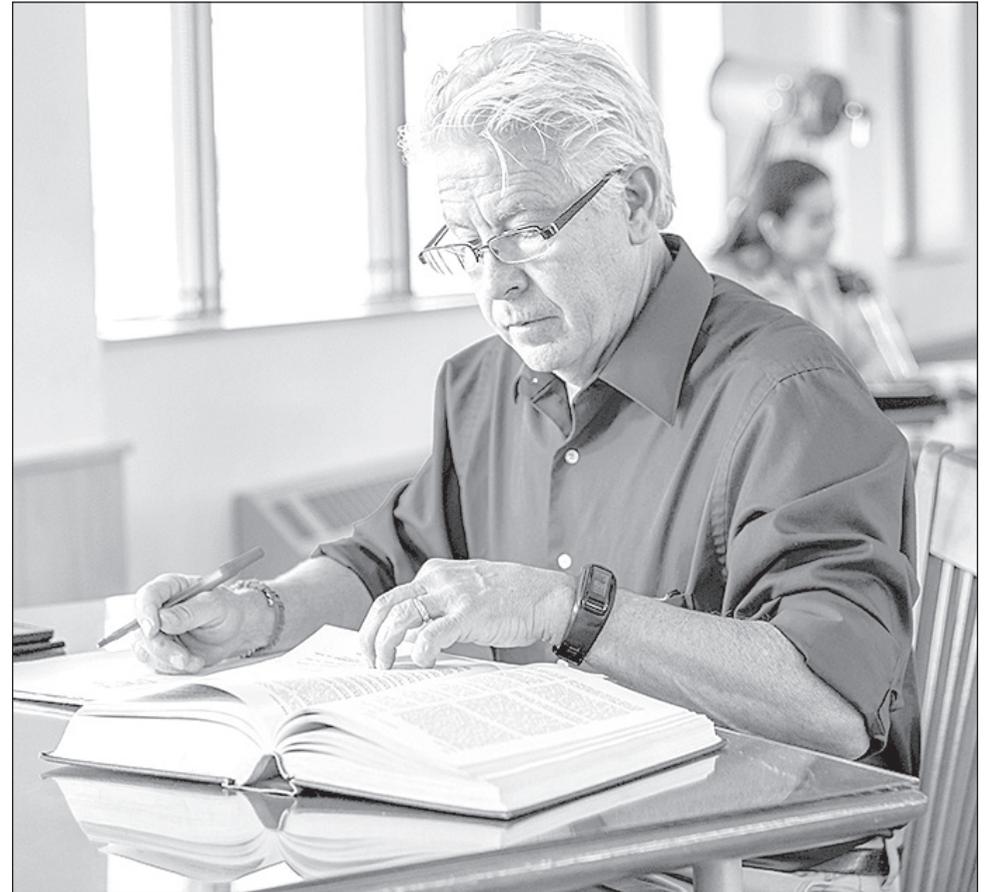
# How to plan for a post-50 career change

Professionals change careers for many reasons. Some do so in pursuit of a higher salary, while others seek a more even balance between their personal and professional lives.

Career changes can renew a person's passion for working, which can grow stale for individuals who have been doing the same job for years on end. Though there's not necessarily a bad time to change careers, there are times when making such a transition carries more risk. Such is the case for individuals over 50. Many individuals over 50 may not have the financial obligations they had when they were younger, as children may have grown up and moved out of the house. That can make changing careers after 50 more palatable. However, some individuals in their 50s may be hesitant to leave the security of an established career behind in favor

of something new. Hesitance about job prospects after 50 also can make some less likely to take the plunge into a new career.

Though hesitancy about a career change after 50 is understandable, a recent survey from the American Institute for Economic Research found that 82 percent of workers who responded to the survey were able to successfully transition to a new career after age 45. In addition, projections from the U.S. Bureau of Labor Statistics estimated that labor force participation among individuals aged 65 and over would increase significantly by 2024, nearly doubling the rate of participation in 1990. Those figures suggest that a midlife career change is not necessarily the same thing as a late-career career change. That should give professionals the confidence they need to successfully transition to a new career.



Individuals mulling a career change after 50 also can take these steps to make such a transition less risky.

- Pay down as much debt as possible. Financial freedom can be an ally for individuals 50 and over who want to change careers. Career changes often require a pay cut, so individuals who can pay off their mortgages, consumer debts and/or auto loans prior to making a career change may find the transition to a lower income goes more smoothly than it might if they're still carrying such sizable financial commitments.
- Make plans to delay retirement. As BLS data indicates, individuals who want to delay retirement certainly won't be alone. Delaying retirement affords individuals more time to save, and a financial advisor can help adults over 50 come up with a new retirement plan that reflects their willingness to work longer. Delaying retirement also means delaying withdrawals from retirement savings accounts, which can provide

peace of mind against a loss of income resulting from a career change.

- Downsize your lifestyle. Even a post-50 career change that will require a significant drop in income can be doable for professionals who downsize their lifestyles. Empty nesters can consider moving into a smaller home, while travelers can cut back on the number of trips they take each year. Cutbacks won't necessarily be easy, but they can be worth it for individuals looking for new career challenges.

- Go back to school. Much like young people go to college before entering the professional arena, adults over 50 who want to change careers may need to go back to school to improve their career prospects. Remote learning and part-time schooling can make juggling a career and school more manageable.

A successful career change after 50 is entirely possible for individuals willing to make some sacrifices to be happier in their professional lives.



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# Interview dos and don'ts

A successful interview benefits both job seekers and employers. Such an interview increases the likelihood that a qualified candidate can become a trusted and devoted addition to a company's team. Employees working in concert contribute to a profitable and efficient enterprise.

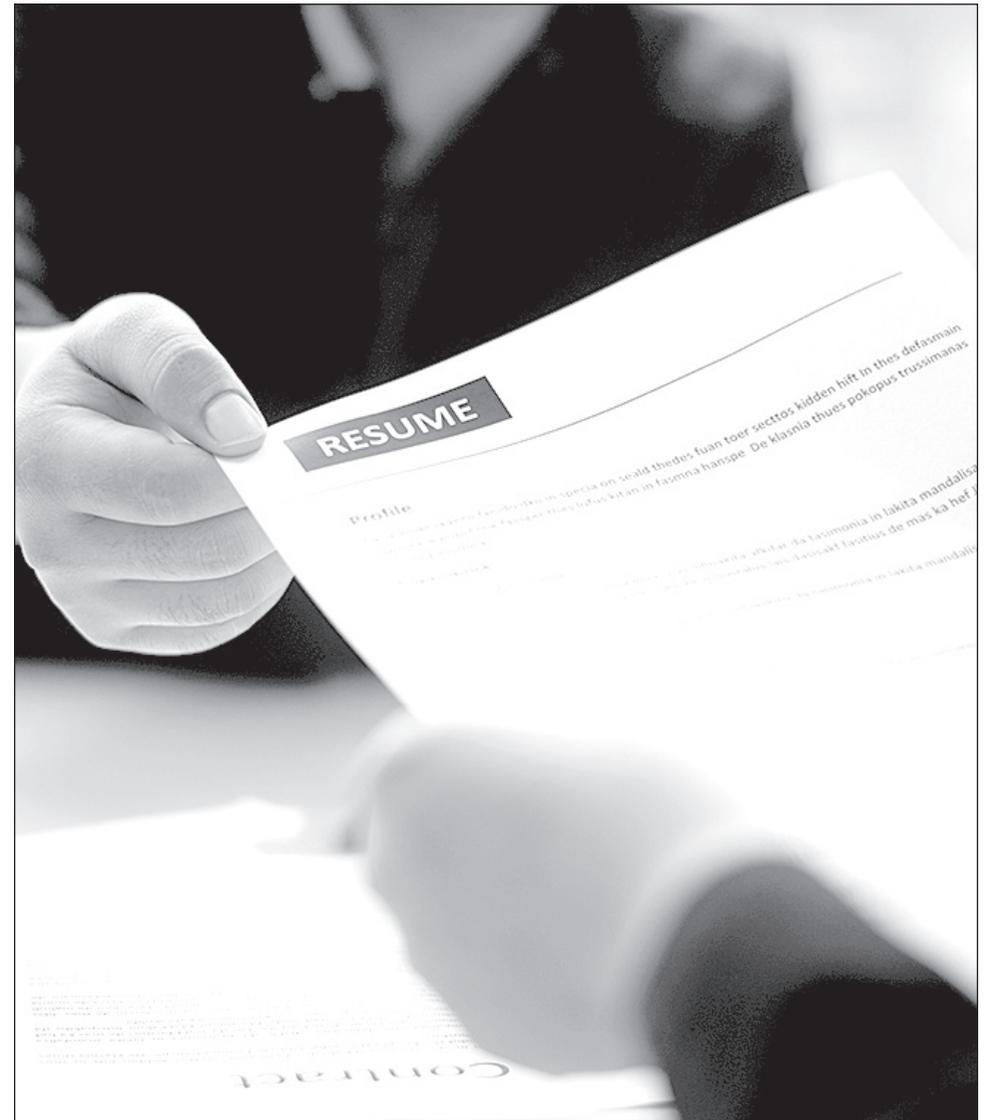
Candidates undoubtedly recognize that performing well in interviews increases the likelihood that they will be offered jobs. Understanding what to do and what not to do while in an interview can make the difference between receiving an offer and being passed over. Similarly, there are certain dos and don'ts for hiring managers to ensure that they follow protocol and ask the best questions so they can get the most accurate information possible about candidates.

Interviews typically last less than an hour, so time is of the essence to make

the right impression. These guidelines can increase the chances of a successful interview.

## CANDIDATE

- DO your research and investigate the company to which you are applying. Learn about its history and ethos, as well as its mission. Familiarity with the products and services the company provides is important as well.
- DO NOT be late to the interview, as that can convey unreliability.
- DO go over and outline answers to general interview questions. It's not wise to have answers memorized (nor should you read them off of a sheet), but have a good idea of what you plan to say and other talking points.
- DO NOT dress casually even if the company advertises it is casual. It's best to over-dress so that you look professional.
- DO prepare some data or anecdotes



notes that can show off your skills and strengths.

- DO NOT forget to ask questions of the interviewer and at least one or two more that will illustrate your interest and knowledge of the organization.
- DO send a hand-written thank you note for the interview, and then be patient. Success magazine says it can take a while for employers to narrow down candidates and make decisions.

## EMPLOYERS

- DO ask about past experiences, particularly challenges candidates have faced and how they resolved those issues.
- DO NOT ask personal questions about family, political affiliation, marital

status and anything else that can create the appearance of bias when hiring.

- DO ask about strengths and weaknesses of the candidate so you can gauge if the person knows where there may be room for growth and improvement.
- DO NOT ask all the questions. Leave time for the candidate to ask his or her own questions.
- DO remain engaged and ask questions that will enable you to remember what stood out about the candidate.
- Interviews provide a short period of time in which employer and potential employee can get to know one another. Certain protocols can help both applicants and employers make the most of the interview process.

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# Strategies to advance your career

**C**areer goals take center stage at the dawn of a new year. Thanks in part to New Year's resolutions, many professionals use January as a time to reflect on their careers and how to advance them in the year ahead.

In a 2022 survey of 10,000 people who recently left their jobs, the professional networking social media platform LinkedIn found that career advancement was the number one reason people took new jobs. Various strategies can help people who have resolved to take the next step in their careers over the next 12 months.

- Continue to further your education. Advancements in technology and the often breakneck pace of modern business has made it necessary for ambitious professionals to continue learning if they hope to advance their careers, a fact that savvy professionals already recognize. A 2016 survey from the Pew Research Center found that 54 percent of adults in the labor force say it will be essential for them to get new training and develop new skills throughout their professional life in order to keep up with changes in the workplace. Some professionals may benefit by pursuing a graduate degree or earning their doctorate, while others may need to update or earn certifications from professional organizations. Regardless

of their individual situation, education is a great way for professionals to advance their careers.

- Give yourself your own review. Employers conduct reviews to evaluate employees and potentially reward them with higher salaries. Advancement-minded professionals can conduct their own reviews to determine which areas they need to improve. When taking this approach, it's vital that professionals be honest with themselves. Assess interactions with colleagues to determine if you can be a more effective communicator or team player. If those are your strengths, consider ways you can fine tune other skills. No professional is perfect, and improving on your weaknesses is a great way to take the next step in your career.

- Focus on networking. The value of networking is undeniable, but even ardent networkers may be surprised to learn just how much networking can help advance their careers. LinkedIn estimates that as many as 85 percent of job openings are filled through some form of networking, so professionals who hone their networking skills are doing themselves a significant service in regard to advancing their careers.

As a new year begins, professionals can embrace various strategies to advance their careers.

## EMPLOYMENT OPPORTUNITIES

### CUMBERLAND COUNTY PUBLIC SCHOOLS



Cumberland County Public School System has approximately 1,400 students attending school in the division, which is composed of one high school, one middle school, and one elementary school.

#### **Current Openings**

8th Grade Math Teacher  
Interventionists  
Clinic Aide  
Speech-Language Pathologist  
JROTC Senior Instructor  
Head Soccer Coach  
Assistant Soccer Coach  
Assistant Softball Coach  
Assistant Track Coach  
Substitute Bus Drivers  
Substitute Custodians  
Substitute School Nutrition Team Members  
Physical Education Teacher  
Nutrition Team Members

#### **2023-2024 Openings**

Elementary Teacher  
Elementary Special Education Teacher  
Elementary Music Teacher  
Middle School Special Education Teacher  
Middle & High School Band Instructor  
DE Physics Teacher  
DE Chemistry Teacher

**Application, résumé and a copy of appropriate  
Virginia Licensure should be sent to:  
Human Resources  
Cumberland County Public School  
P.O. Box 170, Cumberland, VA 23040**

# How to make more money as a freelancer

**W**orkers who take in-depth looks at their lifestyles may find that traditional nine-to-five jobs may not be as lucrative or preferable as they believe. Individuals who harbor a desire to improve both productivity and profitability may consider freelancing.

## WHAT IS FREELANCING?

According to the job hunting experts at Indeed, freelancing is an arrangement in which a self-employed person works on different projects for multiple clients. As a freelancer, you can determine how involved you will be while working, including how many projects or clients you take on at one time.

## MAKING FREELANCING MORE PROFITABLE

Businesses are seeking talented freelancers to solve problems across

every industry, skill set and job. That has increased demand for freelancers. The online financial guide Collecting Cents says freelancers are contributing \$715 billion in earnings to the economy, so it's possible to do well with a freelance career. And thanks to the global pandemic, companies are more open to having partial or entirely remote teams on board, making freelancers even more attractive.

Freelancers are responsible for finding their own clients and making earnings goals, and the following are several ways to earn more.

- Pick a lucrative niche. Find a niche that offers the best chances for competitive rates. A graphic designer, for example, may highlight a specific design style. A freelance writer may zero in on health and medical writing.
- Conduct an efficiency test. Figure out how much time is spent on each

client and how you can streamline your efforts and/or avoid clients that eat into your time and profits. Identifying weaknesses helps you become more efficient and profitable. Also, planning your day and how it will be split up among tasks can help.

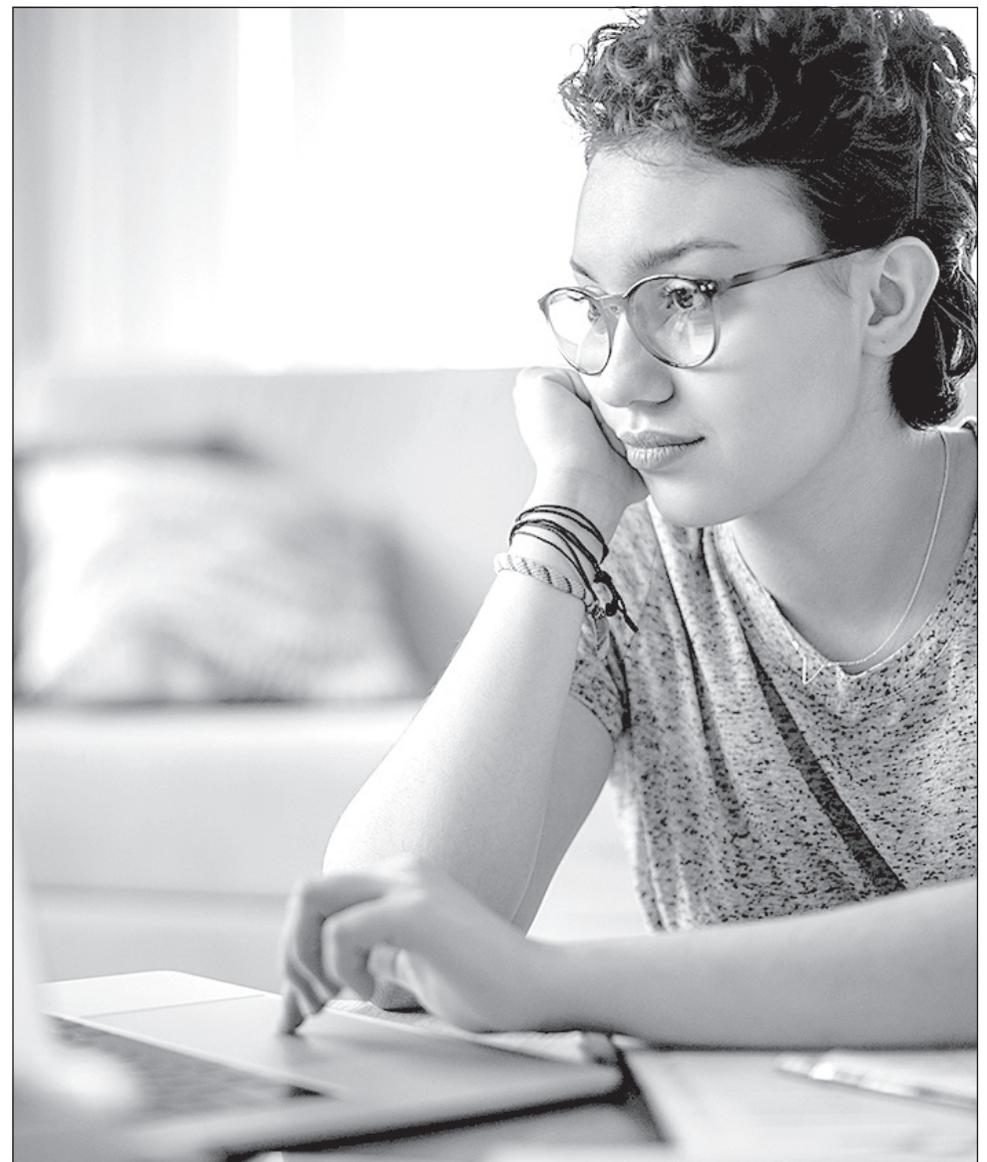
- Treat your business like a business. As an independent contractor, it easily can begin to feel as though work is a hobby. But that won't bring in income or get your career moving in the right direction. Schedule regular work hours, don't sell your skills short and know when to say yes or no to a project or client. Don't take on more work if you can't handle it or your results may suf-

fer.

- If you can't raise rates directly, upsell services. New work and increased revenue can come by a simple upsell. An interior designer may be able to work on one room, but upsell services by offering professionally curated accessories for another room for a slightly higher package price.

- Create and maintain an online presence. Social media is key to building your business and maintaining a stable of clients. Plan social media content updating into your weekly calendar.

Freelance work can be lucrative for those who want to explore this expanding sector of the economy.



## 2023 Career Fair

February 18, 2023

Flat Rock Elementary School



2210 Batterson Road

9:00 a.m. - 12:00 p.m.

In person or virtual interviews with school administrators!

Register at [www.powhatan.k12.va.us](http://www.powhatan.k12.va.us)

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# CROSSROADS COMMUNITY SERVICES BOARD

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## VACANCY ANNOUNCEMENTS

An Agency application must be submitted for all positions. Send application to Crossroads Community Services P.O. Drawer 248, Farmville VA 23901 or visit the website at: [www.crossroadscsb.org](http://www.crossroadscsb.org) or call 434-392-7049. For all full-time positions listed below: Salary commensurate with qualifications and excellent fringe benefits. Crossroads CSB is also an approved site for the National Health Service Corps Loan Repayment Program.

Get your College Loans Paid for!!! The link to our employment application is on our website.

**Contact at CCSB: Cathy R. Wheeler – HR Coordinator • Telephone: 434-392-7049 ext. 258 • E-Mail: [cwheeler@crossroadscsb.org](mailto:cwheeler@crossroadscsb.org)**

### PSYCHIATRIC NURSE PRACTITIONER

This position is responsible for providing psychiatric nurse practitioner services to individuals served by the Agency. Also responsible for ensuring compliance with state/federal regulations as they pertain to clinical documentation, Medicaid, Medicare and insurance policies and procedures. The ideal candidate will have the goal of becoming welcoming, recovery-oriented and co-occurring competent to engage all individuals receiving services in an empathic and hopeful manner to help them address multiple issues successfully. Primary job task will be to conduct diagnostic assessments, including history and mental status examinations to establish diagnosis, treatment recommendations and medication interventions. Must be a graduate of an accredited school of nursing and licensed to practice as a Nurse Practitioner with prescriptive authority and a valid DEA number in the State of Virginia. (Position #2360)

### EMERGENCY SERVICES THERAPIST (2)

Recruiting for licensed eligible clinician(s) to join the Emergency Services Team. This is a great opportunity for someone who is energetic, team oriented, enjoys working with a variety of clients, and attracted to the idea of making an immediate impact on the lives of individuals who are in a mental health crisis. The locale of the position is in Farmville, Virginia, a rural community, about an hour's drive from Charlottesville, Richmond or Lynchburg Virginia and is home to Longwood University and Hampden-Sydney College. Candidates for this position must meet the minimum requirements to become a Certified Preadmission Screener which includes the need to have graduate degree in a human service field, and be eligible to pursue licensure as LPC, LCSW, LMFT, etc. Experience with crisis intervention, diagnosis, clinical assessment, and therapy is a plus. Crossroads will provide the education and training necessary for Preadmission Certification. Crossroads Community Service Board offers an excellent benefits package and salary (DOE), including health insurance, revenue-sharing plan, matching 401K plan, flexible health spending plan, and paid time off incrementing with position service duration. (Position # 2320)

### LICENSED THERAPISTS (2)

These positions are located in Amelia and Charlotte CH, VA and are responsible for a full array of mental health and substance abuse treatment services including assessments, crisis interventions, individual and group therapy, and case management services for adults and children. The ideal candidates will be licensed in Virginia as a Clinical Psychologist, LCSW, or LPC. Licensed Eligible Candidates are also welcome to apply. All candidates must possess previous experience in similar settings providing therapy services as required. (Pos. # 2000)

### DIRECT SUPPORT PROFESSIONAL – RESIDENTIAL PROGRAMS

These full-time positions are in our Residential Programs in Farmville VA to work evenings and overnights. Duties include providing support in independent living skills and vocational skills to adults with intellectual disabilities as well as keeping accurate service records. Positions involve working with individuals who have intensive support needs and behavioral challenges. High School diploma or equivalent is required. A valid Virginia Driving License is also required. (Minimum salary will be \$15.00 per hour. (Pos #2050)

### DIRECT SUPPORT PROFESSIONAL - DAY SUPPORT PROGRAMS

These full-time positions are located Farmville, Charlotte CH and Kenbridge VA. These positions will involve working with individuals who have intensive support needs and behavioral challenges and will provide day support in independent living skills and vocational skills to adults with intellectual and developmental disabilities as well as keeping accurate and timely records. High School diploma or equivalent is required along with a valid Virginia Driving License. Salary based on qualifications (minimum is \$15.00 per hour). (Position #2085)

### CASE MANAGERS (2) - (MENTAL HEALTH/SUBSTANCE ABUSE)

These positions require a Bachelor's Degree in Human Services with preference given to applicants with a minimum of two years of related experience. The ideal incumbent must also possess the knowledge, skills and qualifications in the Case Management Licensing Regulations to fulfill the job requirements. A valid driver's license and an acceptable driving record is also required. These positions will be providing case management services to adults or children/adolescents with mental health illness and/or substance abuse. Emphasis will be placed on case management services. (Position #2040)

*Crossroads is an Equal Employment Opportunity Employer*

# Fast-growing and high-paying careers for women

**A**fter a tumultuous year with many ups and downs, there may finally be a light at the end of the tunnel. Growing confidence that the worst of the pandemic may be behind us has led many people to take inventory of their careers.

Women looking to change jobs soon may be exploring their options as they look for fulfilling, lucrative careers. The following are some profitable, in-demand career options, courtesy of the U.S. Bureau of Labor Statistics and Forbes.com.

## CHIEF EXECUTIVE OFFICER

CEOs are instrumental in both public- and private-sector industries. They are the top of the managerial food chain, and as such, command competitive salaries. A female CEO can expect to earn a median income of \$90,000-

\$95,000.

## CIVIL ENGINEER

The BLS predicts civil engineer jobs will grow by 11 percent by 2026. Civil engineers will be responsible for revamping aging infrastructure, including roads, dams and bridges. An average salary is \$67,000 per year.

## COMPUTER AND SYSTEM INFORMATION MANAGER

A growing focus on inclusivity within STEM fields means now is a great time for women to pursue careers in these lines of work. Computer and information system managers plan, coordinate and direct the work of computer professionals while researching the latest trends in technology. Opportunities within this profession are expected to grow by 12 percent by 2026. Individuals in this field



earn a median salary of \$90,000.

fields to pursue.

## NURSE PRACTITIONER

Health care jobs are booming and in demand. Working independently or in collaboration with physicians, nurse practitioners provide primary care or specialize in various concentrations. Nurse practitioners earn a median annual income of \$98,000.

## PHARMACIST

In addition to harboring a passion for providing quality health care to their communities, pharmacists often have a love for the chemistry involved in medications. Pharmacists must be licensed and possess a Doctor of Pharmacy degree. Pharmacists work in retail settings, but also in hospitals and clinics. The average annual salary for pharmacists is \$98,000.

## SOFTWARE DEVELOPER

Keeping up with the technological times means having up-to-date equipment and software. Software developers help to write code or design applications for company use. This is a quickly growing field in which professionals earn average annual salaries of \$85,000.

High-paying, stable jobs are out there for women who are in the market for a career change or trying to decide which

## MANAGEMENT ANALYSTS

Management analysts are brought in to find ways to make an organization more profitable or improve its efficiency. Travel and consultation may be likely, so those should be considerations. Management analysts earn an average annual income of around \$75,000.

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- Early Childhood Special Education Teacher
- Speech Language Pathologist
- Special Education Teachers (Elementary and Secondary)
- Carpentry Teacher

To find these job opportunities and more, and to apply, check out the Employment tab on our website [www.lunenburgcountyschools.org](http://www.lunenburgcountyschools.org). We look forward to receiving your application!

### Lunenburg County Public Schools

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Kenbridge, VA 23944

Phone: (434) 676-2467



# Considerations for retirees thinking of working part-time

**R**etirement is an opportunity to wave goodbye to the daily grind. Retirees may focus on rest and relaxation, and many make travel a major component of their lifestyle.

According to a 2022 Gallup poll, Americans expect to retire at an average age of 66, up from 62 in 2021. However, most do not hold out that long; the average actual retirement age is 61.

Upon retiring, many retirees discover that they sorely miss getting out of the house and being productive through some sort of employment. Others may find it necessary to supplement their retirement incomes. There are a few things to know about working during retirement, particularly if a person is collecting government benefits.

- According to the Social Security Administration, those falling under full retirement age for the entire year (which was raised to age 67 for those born in 1960 or later)

will be subjected to an SSA deduction of \$1 from your benefit payments for every \$2 you earn above the annual limit. For 2022, that limit is \$19,560. In the year you reach full retirement age, SSA deducts \$1 in benefits for every \$3 you earn above a different limit, but they only count earnings before the month you reach your full retirement age. For full retirement age reached in 2022 your limit on earnings for the months before full retirement age is \$51,960. After full retirement age, there

is no limit on earnings.

- Keep in mind that if you are on Medicare, extra income could potentially trigger surcharges for parts B and D. It's beneficial to speak with a financial consultant to weigh the pros and cons of part-time work during retirement.

- Part-time work does not need to be daily work. Many retirees work according to how they feel. Some options include seasonal jobs, such as driving shuttles in national parks or working during the holidays in retail stores. Or you may use your expertise to consult or start a business.

- A number of people work part-time during retirement simply to get out of the house. Jobs that help you interact with a number of people can be beneficial, as socialization has been shown to benefit the mental health of seniors.

Working during retirement can supplement savings and provide structure that some retirees may be missing.



## PRINCE EDWARD COUNTY HAS THE FOLLOWING POSITIONS OPEN



### **Assistant Commonwealth's Attorney (FT)**

Salary Range: \$51,158.00 + Benefits

Special Requirements: Applicants must be licensed to practice law in the Commonwealth of Virginia. At least one year of experience is preferred but not required. Email a cover letter, resume, reference list, and writing sample to [mclark@co.prince-edward.va.us](mailto:mclark@co.prince-edward.va.us).

### **Communications Officer (Dispatcher) (FT)**

Salary Range: \$29,000-\$33,000 / DOQ + Benefits

Minimum Qualifications: Must hold high school diploma or GED. Must be 21 years of age by the hire date. Must pass a background check. If you have any questions, please contact Bernice Letterman @ 434-315-0084 EXT: 461 or [bletterman@co.prince-edward.va.us](mailto:bletterman@co.prince-edward.va.us).

### **Field Deputy - Sheriff's Department (FT)**

Salary Range: \$43,519-\$64,186 + Benefits

Certified applicant is preferred but not required. All applicants must be 21 years of age or older and possess a high school diploma or GED. If you have any questions, please contact Bernice Letterman @ 434-315-0084 EXT: 461 or [bletterman@co.prince-edward.va.us](mailto:bletterman@co.prince-edward.va.us)

### **Information Technology Manager (FT)**

Salary Range: \$68,231 - \$81,877 DOQ + Benefits

Qualifications include any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in information technology, computer science, or related field and considerable information systems operations experience.

### **Probation Officer (FT)**

Salary Range: \$35,700 + Benefits

Bachelor's degree or equivalent experience required. Experience in case management of probationers preferred. An application is available at 1012-G West Third Street, Farmville, by calling 434-392-8161.

Unless otherwise noted, questions may be directed to the County's HR department at  
**(434) 392-8837.**

All jobs are posted on the County's website. A County application is required, unless otherwise specified and can be found at  
[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)



# Factors to consider when vetting a post-pandemic career

**T**he COVID-19 pandemic left no aspect of life as the world knew it before 2020 untouched. In the wake of the pandemic, students were forced to learn in new ways, individuals were forced to find new ways to maintain relationships with family and friends and employers and employees were forced to confront an emerging notion of the workplace.

Since the World Health Organization first declared a global pandemic in March 2020, much has been made of The Great Resignation, a term adopted

in reference to the tens of millions of individuals who quit their jobs during the pandemic. Further study is needed to determine just how many people quit their jobs since the pandemic began, but there's no denying that attitudes toward work have shifted since early 2020. That shift has made many people more willing to change careers. People pondering a career move can consider these factors as they vet new opportunities.

## HYBRID WORKING

A September 2022 Gallup report on

workplace trends found that 91 percent of workers in the United States working at least some remote hours each week are hoping the opportunity to do that persists after the pandemic. Perhaps surprisingly, more than half of the workers surveyed indicated they would ideally like to split their time between working at home and in the office.

Women vetting new career opportunities can ask if hybrid working is a possibility. Hybrid working is beneficial for various reasons, not the least of which is affording professionals a chance to get out of the house while still ensuring they can spend more time with family, which is an especially enticing benefit for working parents.

## SALARY

It goes without saying that salary bears significant consideration when vetting a new employment opportunity. In the past, professionals might have jumped at the chance to earn higher salaries, even if it meant leaving their current employer behind. However, many professionals experienced a priority shift during the pandemic, recognizing the value of spending less time working and more time away from the office. Some spent that extra time with family and friends, while others

used it to explore new passions. When vetting a new career opportunity with a higher salary, women can do their best to determine what that higher salary will require. If it will require more time working and less time with family, friends and hobbies, then women must ask themselves if the extra money is worth the decrease in personal time.

## STABILITY

Stability is another issue that might not have garnered as much consideration before the pandemic as it figures to in a post-pandemic world. Many professionals lost their jobs, took pay cuts or were furloughed during the pandemic. Such individuals might have worked in industries like travel or events that are vulnerable when shutdowns are issued. Women who have been through the professional wringer during the pandemic should consider the stability of a given employer before accepting a job offer. Some may find the rewards of working in a field they're passionate about are worth the risk, while others may prefer a line of work that offers more stability and security.

The pandemic has changed many aspects of professional life, including how new career opportunities should be vetted.

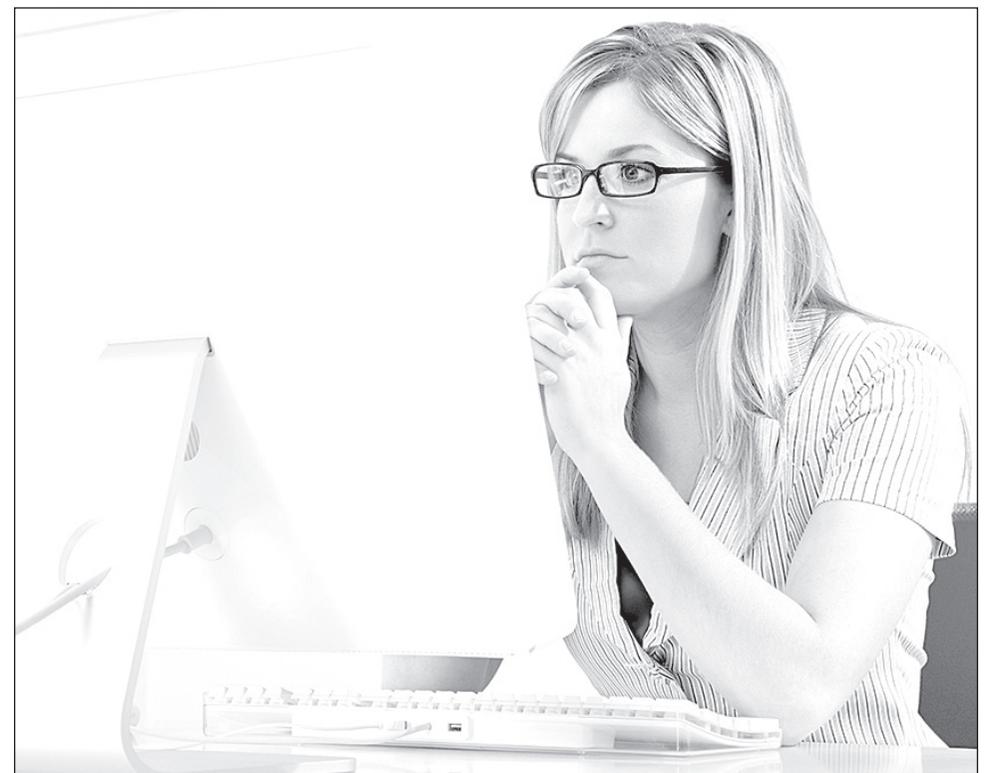


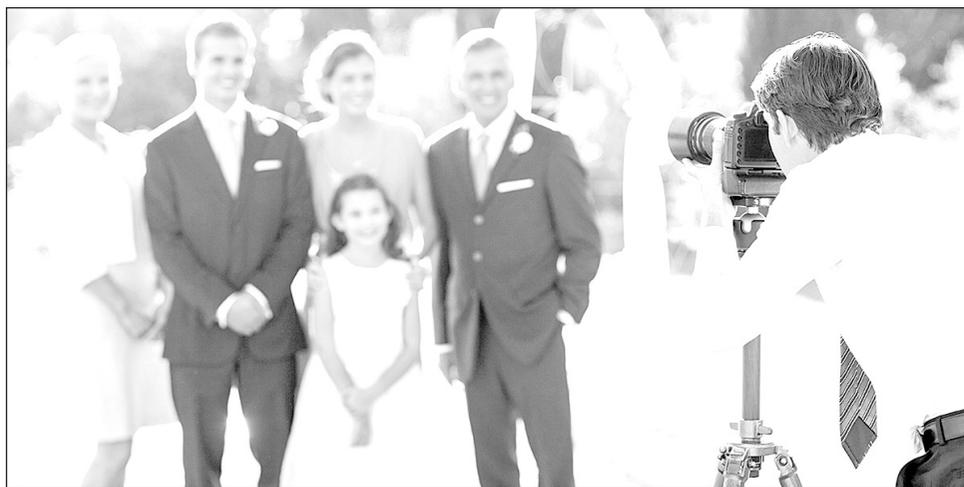
## JOIN A BETTER TEAM

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DELIVERY FEES, PLUS TIPS & FLEXIBLE SCHEDULES.**

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**1107 East 3<sup>rd</sup> Street, Farmville, VA**





## Turning a hobby into a career

**H**obbies are enjoyable and often educational ways to spend free time. Over the last year-plus, hobbies have become even more important as people were forced to stay home due to the pandemic.

As hobbies became a bigger part of millions of people's lives, many might have wondered about transforming these activities from pastimes into full-fledged careers. Hobbies can be side hustles or even primary jobs, but a successful transition from hobby to income-generating profession requires some research and planning.

### CONDUCT MARKET RESEARCH

A hobby may be fun to you and provide value, but is it a marketable venture? Determine if the hobby has potential as a business. Factors to look for include whether the hobby helps solve a problem, educates the public or produces a product someone would want to purchase, advises the career-building site Indeed. Research competitors in the area and study industry trends to analyze how well this business may perform. Look to an unbiased advisor to provide feedback on your idea.

### MAKE A BUSINESS PLAN

A business plan is essential for businesses big and small. A plan puts your

ideas on paper and dictates how you will achieve goals and run the business. A business plan will include how you will finance start-up costs, whether you will be taking on investors, how many employees you will hire, costs like membership fees for enrollment in professional associations, advertising outlets, and much more.

### GET SOCIAL

Look to social media as an easy way to make connections with people who operate similar businesses or can help you with your venture. The business site The Balance: Careers notes that platforms like LinkedIn, Facebook, Twitter, and Pinterest can be great places to meet others in the industry and pick their proverbial brains.

### START SMALL

Test the waters by holding on to a current job while simultaneously seeing if your new venture can gain momentum and earn you money. A test run will help you understand if you have the finances to keep a business afloat and what kind of time commitment will go into the venture.

If the hobby-turned-business appears solid, speak with a financial planner or business consultant to firm up the details of getting this new business off the ground.

## HELP WANTED



### Cumberland County

is currently seeking qualified candidates for the following positions

#### MAINTENANCE WORKER I FULL-TIME

**Job duties include:** performing work repairing and maintaining grounds, facilities, and equipment for the County; assisting with landscaping and grass mowing for all County and School properties; and other work as apparent or assigned.

The annual pay range for this position is \$29,792-\$41,709.

The position is open until filled.

#### PLANNING & ZONING TECHNICIAN PART-TIME

**Job duties include:** review, accept, distribute, process, document and maintain departmental information, reports, plans, specifications and applications; assist Planner in preparing agenda packet for Planning Commission and Board of Zoning Appeals; assist Planner in review of zoning requests and surveys; attends Planning Commission meetings as needed; and other work as apparent or assigned.

The hourly rate for this position is \$15-\$22/hr. based on qualifications and experience. Work schedule up to 24 hours/week.

The position is open until filled.

#### PARKS & RECREATION MANAGER FULL-TIME

**Job duties include:** performing work developing and maintaining recreational programs for the citizens of the county; coordinating the use of parks and recreation facilities both indoor and outdoor; serves as the liaison for the County's Recreation Advisory Commission, Cumberland Youth Athletic Association, and the Friends of Cumberland County, VA.; manages the instructor recruitment process, program development cycle, and the development of the County's Community Program Guide; and implements the recommendations of the Parks and Recreation Master Plan.

The annual pay range for this position is \$36,000-\$58,000 commensurate with education, certifications, and experience.

The position is open until filled.

#### PARKS & RECREATION ASSISTANT PART-TIME

**Job duties include, but not limited to:** providing assistance to the Parks and Recreation Manager; open recreation facilities; assists in the coordination of activities of the recreation facility sites; supervises participants and spectators during activities to ensure safety of individuals and facilities.

The pay rate for this position is \$13/hr. at approximately 15 hours per week.

The position is open until filled.

**For full job descriptions and county application, please visit [www.cumberlandcounty.virginia.gov/jobs](http://www.cumberlandcounty.virginia.gov/jobs) or contact Casey Ingle @ 804/492-3251. Submit completed county application and resume to [cingle@cumberlandcounty.virginia.gov](mailto:cingle@cumberlandcounty.virginia.gov) or mail to: Cumberland County, Attn: Casey Ingle, P.O. Box 110, Cumberland, VA 23040.**

*Cumberland County is an Equal Opportunity Employer.*

# Keys to successfully applying for jobs

**A** job application presents a great opportunity to make a strong first impression with a prospective employer.

Job applications have changed as the utilization of technology has increased. Today the majority of employers advertise jobs online and conduct much of the initial search process through digital channels. According to Indeed, companies typically direct applicants to fill out a digital application through a specific website. The job application is a legally defensible document. The information contained on it should be as thorough and accurate as possible. Some additional strategies can help applicants successfully apply for jobs.

## READ OVER THE APPLICATION CAREFULLY

Understand what is expected of you as an applicant. Carefully read the instructions on the application and any

other supporting documents or information the employer may be requesting. Applicants should not miss out on a job opportunity due to a failure to follow directions.

## RECOGNIZE THE USE OF ATS

Many employers utilize an applicant tracking system (ATS) to help whittle down the applicant pool to the best qualified. ATS may use keywords that coordinate with skills desired in applicants. Be sure to mirror keywords used in the job listing on your application to further your chances of the application being flagged for consideration.

## HAVE YOUR RESUME AT THE READY

An application likely will ask you to fill out fields regarding your work history. Refer to your resume to fill out this portion. Some applications also have an optional tool that will auto-fill job



information from an uploaded resume. Therefore, it is handy to have an updated and proofread file available.

## USE A PROFESSIONAL EMAIL ADDRESS

Employers are judging everything about you. Present a professional front by using an email address that is clear and to the point, rather than something clever or controversial. Avoid email addresses like KissyFace123@email.com or ManCave456@email.com, opting instead for FirstName.LastName@email.com. Do not give employers any reason to reject you based on perceptions from something as silly as a lighthearted email address.

## PROOFREAD EVERYTHING

Be sure to look over your application and make sure that everything is spelled correctly and that your grammar is perfect.

If the application makes it through,

the employer may ask you to participate in either an in-person interview or an online interview. Some companies rely on a third-party application for you to upload a statement or answer pre-determined questions. Make sure all technology is working for these next steps, and consult the hiring manager with any issues. Always dress and speak professionally when doing interviews of any type.

If you are offered the job, the hiring manager may send further digital correspondence that will link to their onboarding system. This system will collect more information — possibly conducting a criminal background check — and ask that you fill out tax and payroll forms.

The job application process has changed in recent years due to an increased reliance on technology. Applicants should know what to expect to land their dream jobs.

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EOE



# Tips to master a video job interview

**T**he adage ‘there’s a first time for everything’ has certainly rang true throughout the COVID-19 pandemic. Life as the world knew it changed during the pandemic, and as a result many people found themselves in unfamiliar positions and settings.

One unfamiliar position that job seekers had to grow accustomed to during the pandemic was interviewing via video conferencing apps like Zoom. Interviewing for a new job has long been considered a nerve-wracking experience, even for seasoned professionals. That anxiety did not necessarily disappear during the pandemic, but it may have taken on a new form as applicants were forced to present the best, albeit virtual, version of themselves when interviewing.

Video interviews may become integral parts of the interviewing process

in the future, as companies recognize how efficient video interviews can be. As a result, it can benefit professionals to polish up on their video interviewing skills.

## DRESS THE PART

Dressing for success still matters. Though in person interviews may not be in job seekers’ immediate futures, appropriate attire still sends the right message. Dress the part from head to toe, even if you expect to only be seen from the waist up. This saves you the embarrassment of being seen in sweat pants or other inappropriate attire should you unexpectedly need to stand up during the interview.

## BEWARE OF THE BACKGROUND

Make sure the background behind you during the interview is clean and appropriate. Zoom offers a curated list

of virtual backgrounds that can help job seekers make a strong first impression. If an existing space is fine serving as a background, clean the area prior to the interview. This creates the impression that you are organized and attentive to detail.

## USE A LAPTOP OR COMPUTER

Smartphones have video conferencing capabilities, but it’s best to use a laptop or desktop computer when interviewing via video. Laptops and desktops are heavier and less likely to move during the interview and their screens are larger, giving job seekers a better view of the person they’re speaking with. If you must use a smartphone, keep the phone still throughout the interview.

## SIT IN A BRIGHTLY LIT, QUIET ROOM

A dark room may make it hard for

interviewers to see applicants, and that can create a bad first impression. Find a well-lit, quiet room, ideally one that is away from the hustle and bustle of the household.

## USE THE MUTE BUTTON

One of the more common issues to arise from the Zoom boom has been some users’ failure to realize their microphones are not muted. When interviewing for a job via video, remember to mute your microphone when you are not speaking. This ensures that no ambient noise from your home will affect the interview. Such noise could adversely affect an interviewer’s opinion of you.

Interviewing via video conferencing apps is uncharted territory for many professionals. But a few tricks of the trade can help job seekers create strong first impressions.



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PUBLIC SCHOOLS

## CURRENT VACANCIES FOR THE 2022-23 SCHOOL YEAR:

Bus Drivers  
Elementary Teacher, 5th Grade  
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Middle School English Teacher  
Middle School Math Teacher

High School  
Special Education Teacher  
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Substitute Drivers  
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Visit our website for an application:  
[www.bcpschools.org](http://www.bcpschools.org) and select Employment Opportunities under Shortcuts



# How to modernize your resume

Since the onset of the COVID-19 pandemic more than two years ago, businesses, especially small firms, have struggled to find employees to fill vacancies within their companies. A survey from CNBC/Survey Monkey released in May 2022 indicated that 52 percent of small business owners reported it had grown more difficult to find qualified people over the previous 12 months.

The difficulty many businesses are having in regard to finding qualified applicants can be seen as a great opportunity by skilled professionals looking for a new job.

Qualified job seekers can take advantage of the lack of competition to land their dream jobs. Prior to beginning a new job search, seasoned professionals might want to consider some strategies to modernize their resumes and improve their chances of finding a dream job.

- Reconsider your resume template.



If it's been awhile since you looked for a new job, chances are strong the design of your resume could be viewed as outdated. Fairly or unfairly, an old template could give prospective employers the impression that your skills are as outdated as your resume. [Jobscan.co/resume-templates](https://www.jobscan.co/resume-templates) offers a host of Microsoft Word-compatible

free resume templates. These templates are categorized, with some specifically for senior- and executive-level positions and others based on how job seekers want to list their skills and experience (i.e., chronological, hybrid, etc.).

- Prominently display your abilities. The job-seeking experts at Jobscan indicate that the average recruiter spends around six to seven seconds glancing at a typical resume before deciding if an applicant could be a good fit. With such little time to make a strong first impression, applicants will want to emphasize their skills at the top of their resume. Recruiters and human resources professionals who see an attractive skillset might then be compelled to explore the document further to determine how those skills were acquired.

- Avoid information overload. If HR professionals and recruiters are only spending a few seconds scanning each

resume, applicants will want to keep job descriptions short and sweet. Condense responsibilities into bullet points, ideally using just a single line for each point. Avoid listing too many bullet points for each job, as that could affect the likelihood that the resume will get more than a passing glance.

- Remove outdated information. The online jobs resource Indeed notes that seasoned professionals who have been with their current employers for more than five years can remove certain sections on a resume. Sections like internships, awards received early in a career, volunteer gigs from years ago, and pre-college educational background do not need to be listed on experienced professionals' resumes.

Now could be a good time for experienced professionals to look for a new job. The first step in a successful job search could be modernizing a resume to more closely reflect where candidates are in their careers.

## Professions that may be thriving in 2030

New Year's resolutions can serve as valuable motivational tools as people look to make positive changes in their lives. Health-related goals like

quitting smoking and losing weight annually appear at or near the top of lists documenting the most popular resolutions. But many people also see New Year's resolutions as a great vehicle

to kick-start positive changes in their professional lives.

According to Statista, finding a new job was the eighth most popular New Year's resolution in 2019. And finding a new job is an even more common resolution for 2023, as the global COVID-19 pandemic of 2020 has sparked a recession that saw millions of people across the globe lose their jobs.

Professionals who want to switch careers in the near future may want to consider professions that are expected to experience significant growth in the years ahead. According to the Bureau of Labor Statistics, demand for the following professionals is expected to grow considerably between now and 2029.

- **Wind turbine service technicians** — Expected growth: 60.7 percent
- **Nurse practitioners** — Expected growth: 52.4 percent

- **Solar photovoltaic installers** — Expected growth: 50.5 percent

- **Occupational therapy assistants** — Expected growth: 34.6 percent

- **Statisticians** — Expected growth: 34.6 percent

- **Home health and personal care aides** — Expected growth: 33.7 percent

- **Physical therapist assistants** — Expected growth: 32.6 percent

- **Medical and health services managers** — Expected growth: 31.5 percent

- **Physician assistants** — Expected growth: 31.3 percent

- **Information security analysts** — Expected growth: 31.2 percent



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# How to keep your career alive during a recession

**T**hough people might not have known it when the world renowned ball began to descend on New York City's Times Square shortly before midnight on December 31, 2019, the year 2020 would prove to be one marked by considerable challenges. The public health crisis sparked by the COVID-19 pandemic and the economic uncertainty that arose as the world grappled with how to confront the virus proved to be a perfect storm that might take years to recover from.

In a survey of 235 economists conducted by the National Association for Business Economists, roughly 80 percent of respondents indicated there is at least a 25 percent chance that the United States economy will endure a double-dip recession. That means the recession that affected the American economy (and, more broadly, the global economy) throughout much of 2020 could prove to be only the first wave, with a second downturn occurring in 2023.

Each January, people resolve to make changes in an effort to improve their lives. Known as New Year's resolutions, these pledges can serve as a catalyst for personal and professional growth. According to Statista, finding a new job was the eighth most popular New Year's resolution in 2019.

Given the economic challenges of 2023, professionals unhappy with their careers may think twice before resolving to switch careers in the year ahead. And while switching careers in the midst of a prolonged economic downturn may seem risky, there are ways to continue on the path to a new career even if the economy is struggling.

## STAY THE COURSE

If you have been working toward a career change then it's important to stay the course. That's especially important if you are changing careers

because your industry was already suffering prior to the recession. Much of the world has paused during the pandemic, and struggling industries on life support are no doubt still struggling. So staying the course now puts you in a better position to jump ship before your industry crashes. If your efforts involve going back to school, stay in school and keep working toward your degree or certificate, which could prove to be a professional life jacket should your industry crash during an economic downturn in the coming months.

## KEEP LOOKING

Just because the economy is struggling doesn't mean businesses aren't still hiring. While some industries have suffered mightily during the pandemic, others have thrived. Unemployment figures reached historic highs in the United States in June 2020, but those numbers had already declined significantly by the end of December 2022. That's because companies were hiring. Opportunities are out there, even if the economy is struggling.

## MAINTAIN YOUR PROFESSIONAL CONNECTIONS

Networking is a valuable tool when looking for a new job. Successful networking can provide access to job openings that may never be posted on online job boards. And in the age of social distancing, many professionals working from home full-time or those who have been grounded for business traveling are happy to connect with colleagues, even if those connections are limited to Zoom calls or email.

While a recession may not be the best time to make a career change, all career transitions require some measure of risk. Professionals committed to changing careers should not let economic downturns prevent them from doing so.

## PIEDMONT ASAP IS HIRING!



## CASE MANAGER

Piedmont Alcohol Safety Action Program is accepting applications for the position of Case Manager in its Farmville, VA office. This is a full-time position with benefits. Starting salary is \$17.00 an hour. Hours for this position are 8:00 a.m. – 4:30 p.m. Monday– Friday.

**Job Duties:** Conducts intake evaluations to determine education, counseling, and referral services of clients who are convicted of offenses involving DUI, drug offenses, and other court referrals as required; monitors clients and conducts case reviews during their participation and probation to ensure compliance with court orders and VASAP policies; reports and testifies in court in cases of non-compliance; and records and maintains comprehensive case notes and evaluations in applicable electronic systems to include ECM, DMV, TREDs, and others as may be required. Ensure DMV entries are conducted in compliance with all VASAP and statutory requirements.

**Knowledge/Skills/Abilities:** Ability to establish priorities in a multi-tasking environment and make independent decisions; to interpret, apply, retain, and recall policies, procedures, and written instructions; to communicate orally and in writing with public and co-workers utilizing proper grammar, punctuation, and spelling; and to effectively deal with difficult people. Considerable knowledge of the court system and laws regarding DUI. Ability to accurately prepare and maintain records, files, and reports and testify in court when required. Ability to establish and maintain good rapport with stakeholders. Skill to identify problems and review related information to develop and evaluate options and implement solutions. Knowledge of psychological and social factors contributing to substance abuse, the effects of the abuser, and available treatment models. Knowledge of interviewing skills and assessment techniques. Knowledge of other health issues to include AIDS and mental health and knowledge of other available community services. Have keyboarding/computer skills and ability to learn office specific software.

**Qualifications:** Any combination of education, experience, and training equivalent to graduation from an accredited college with major work criminal justice, psychology, sociology, or related field. Demonstrated ability to communicate effectively with diverse audiences. Must be experienced in computer operations, data entry, document preparation and problem solving. Valid driver's license. Bachelor's Degree and minimum of two years case management experience preferred.

Candidates must be able to pass a criminal background investigation, DMV record check and drug screening. Please forward your resume and cover letter to Kimberly S. Lettner at [vasap@kinex.net](mailto:vasap@kinex.net), or mail to 4026 West Third Street, Farmville, Virginia, 23901. Position open until filled.

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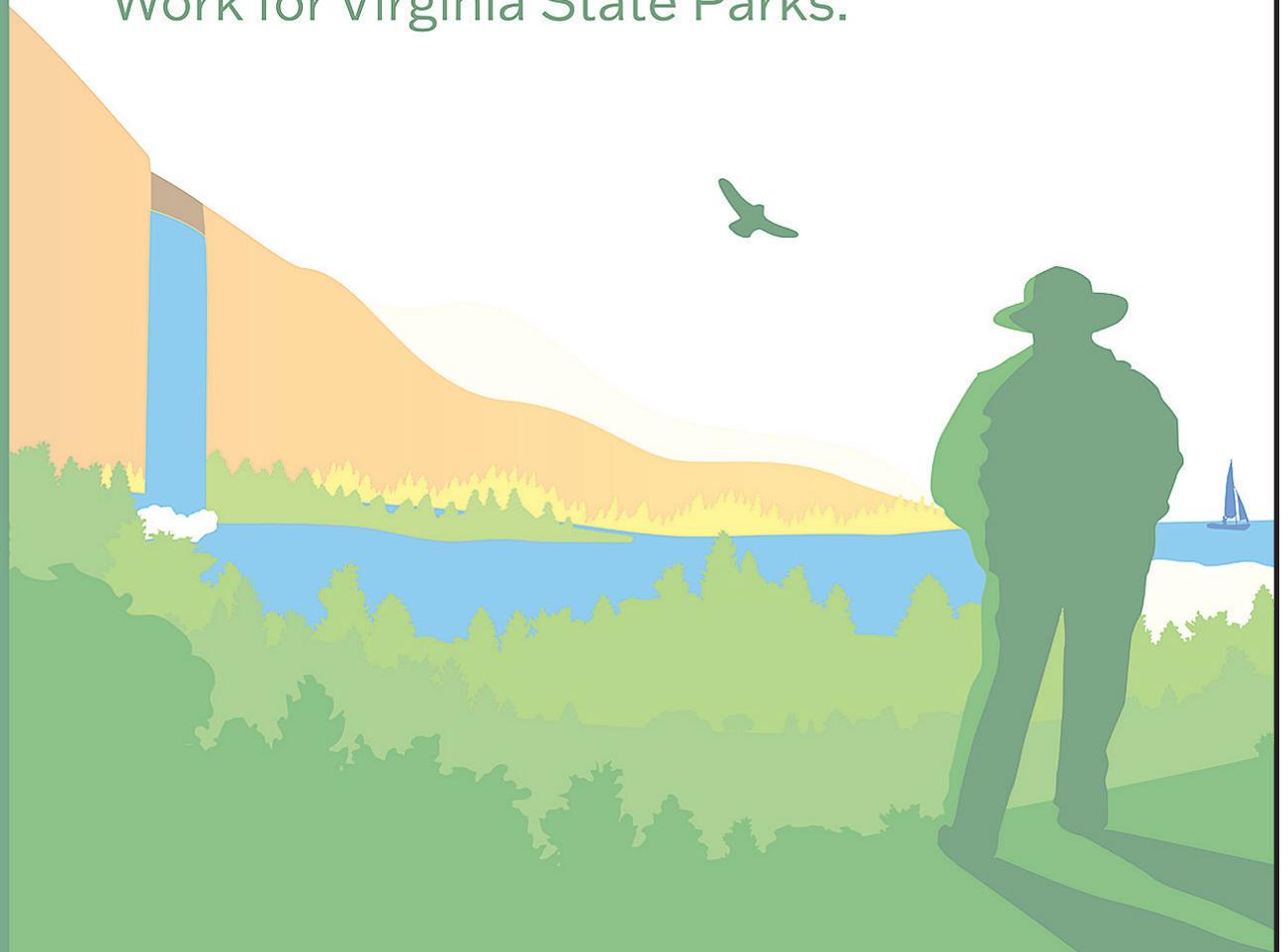
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