

GET STARTED  
ON THE RIGHT PATH

The Office of Workforce Opportunity (OWO) strives to serve as a catalyst to establish a secure and sustainable workforce that can meet current and future skilled labor needs and provide a competitive advantage for NH businesses.

**Potential job titles:**

- Construction
- Drafter/Designer
- Engineering Support
- Fabricator
- HVAC Technician
- IT Systems Developer
- Machine Mechanic
- Machine Operator
- Medical Assistant
- Office Manager/Bookkeeper
- Pharmacy Technician
- Project Manager
- Quality Control
- Welder
- Computer Technician
- Web/Graphic Designer
- Web Developer

*The Partners of NH Works are Equal Opportunity Employers and comply with the Americans with Disabilities Act. Auxiliary aids and services are available upon request.*

12  
NH WORKS CENTERS  
throughout New Hampshire

**Berlin**

151 Pleasant Street  
Berlin, NH 06570-0159  
P: 603.752.5500  
F: 603.752.5536

**Claremont**

404 Washington Street  
Claremont, NH 03743-2261  
P: 603.543.3111  
F: 603.543.3113

**Concord**

45 South Fruit Street  
Concord, NH 03301-1140  
P: 603.228.4100  
F: 603.229.4353

**Conway**

518 White Mountain Highway  
Conway, NH 03818-4205  
P: 603.447.5924  
F: 603.447.5985

**Keene**

149 Emerald Street  
Keene, NH 03431  
P: 603.352.1904  
F: 603.352.1906

**Laconia**

426 Union Avenue, Suite 3  
Laconia, NH 03246-2894  
P: 603.524.3960  
F: 603.524.3963

**Littleton**

646 Union Street, Suite 100  
Littleton, NH 03561-5314  
P: 603.444.2971  
F: 603.444.6245

**Manchester**

300 Hanover Street  
Manchester, NH 03104-4957  
P: 603.627.7841  
F: 603.627.7982

**Nashua**

6 Townsend West  
Nashua, NH 03063-1215  
P: 603.882.5177  
F: 603.880.5256

**Portsmouth**

2000 Lafayette Road  
Portsmouth, NH 03801-5673  
P: 603.436.3702  
F: 603.436.3754

**Salem**

29 South Broadway  
Salem, NH 03079-3026  
P: 603.893.9185  
F: 603.893.9212

**Somersworth**

243 Route 108  
Somersworth, NH 03878  
P: 603.742.3600  
F: 603.749.7515

All office hours: 8 am – 4:30 pm, Monday – Friday



*Southern New Hampshire Services and the other five New Hampshire Community Action Agencies are key partners in delivering statewide employment and training services.*

JOB  
SEEKERS:

We're here to help you  
get back to work.

Job Search  
Career Counseling  
Resume Prep  
Interview Techniques

On-the-Job Training  
Individual Training  
Talent Assessments  
Support Services

**nh works**  
WE'LL HELP YOU FIND YOUR FUTURE

A proud partner of the American Job Center network

NO MATTER WHERE  
YOU ARE IN YOUR JOB SEARCH,  
NH WORKS CAN HELP YOU FIND YOUR FUTURE.

#### ADULT WORKER SERVICES

### If you're a new job seeker

You could be looking for your first job or in need of employment during a layoff. NH Works provides you with a variety of helpful services.

**Resume Preparation** Work with one of our Career Navigators to create or update your resume and learn the best way to apply for jobs in person and online

**Interview Techniques** Learn helpful tips and practice interview skills that help you make the best impression

**Career Assessments** Determine your best career goals through assessments offered by your Career Navigator

**Job Search** Learn the most effective ways to conduct a job search in today's digital environment

**Paid On-the-Job Training (OJT)** Pair up with an employer looking for your skills and earn money as you learn



#### UNEMPLOYED WORKER SERVICES & OTHER WIOA PROGRAMS

### If you're unemployed from a layoff or company closure

In addition to being eligible for all Adult Worker Services, you'll have access to the services outlined below.

**Job Match System (JMS)** Conduct a job search using NH Employment's internet spider technology job portal. View jobs and match skills to positions posted on national job boards

**Veteran's Services** A priority for NH Works, Veteran Representatives can be found in each of the 12 NH Works Career Centers

**WorkReady NH Program** Improve your skills and add a nationally-recognized credential to your resume

**NH Vocational Rehabilitation** Provides disability-related employment solutions for NH Works clients



#### WIOA YOUTH PROGRAMS

### If you're a job seeker under age 25

The Workforce Innovation and Opportunity Act (WIOA) Youth programs are designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

A minimum of 75% of the funds are spent on out-of-school-youth (ages 18-24) with the remainder of monies focused on an in-school youth population (ages 14-21).

The Office of Workforce Opportunity contracts with the NH Department of Education for procurement, technical assistance, and compliance in operating our WIOA youth programs currently at seven out-of-school sites and four in-school youth sites throughout the state.



Visit: [NHWorks.org](http://NHWorks.org)

NH Works is a partnership of 7 state agencies and community-based organizations that provide valuable services to job seekers, displaced workers and youth.

NH Works is administered by the Office of Workforce Opportunity, a division of the Department of Business & Economic Affairs. Our programs are funded by the Department of Labor Employment & Training Administration under the Workforce Innovation and Opportunity Act (WIOA).