



October 24, 2023

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Local Workforce Outreach Events and Toolkits

1. **Purpose.** To provide the Job Corps community with direction and resources to support workforce outreach at the local level, including advancing Job Corps centers as Infrastructure Academies.
2. **Background.**

Job Corps is prepared to meet America's skilled workforce needs by training workers in infrastructure-related and other high-demand industries, and partnering with state, local and private entities to create pipelines to good jobs and long-term careers. To maximize the impact of the Bipartisan Infrastructure Law, Inflation Reduction Act, and CHIPS and Science Act under the "Investing in America" agenda, Job Corps' Infrastructure Academies will train Job Corps students in—advanced manufacturing, construction, renewable resources and energy, and transportation—through grants to federal agencies, including Transportation, Commerce, Energy, Environmental Protection Agency, and Federal Emergency Management Agency, and other entities engaged in education and workforce development.

Per Program Instruction Notice (PIN) 22-19 ("Promoting and Advancing Job Corps Centers as Infrastructure Academies"), centers conducted asset mapping to identify a network of prospective local, state, and regional workforce and employer partners. Following the asset mapping, centers submitted Strategic Action Plans with clear details on engagement with state and local leaders to improve and/or expand opportunities to connect students with career pathways in infrastructure-related work opportunities. The strategic action plans should outline concrete actions to address partnership development, planning, and

procurement. Finally, the PIN requested that centers develop sustainable partnership networks or alliances.

3. **Action:**

In alignment with the Policy and Requirements Handbook, Chapter 1.1, R2, centers must work cooperatively within the workforce development system and apprenticeship programs, schools, and National Training Contractors (NTCs), and social services agencies to promote referral of youth to Job Corps, as it is a critical partner in the One-Stop delivery system. Centers must also establish working relationships with American Job Centers and other local employment and training programs for youth such as Workforce Innovation and Opportunity Act (WIOA) Youth service providers.

Centers must leverage and strengthen these connections, especially those identified in their Strategic Action Plans and host two Workforce Outreach events by the end of fiscal year 2024 (September 30, 2024). These events should support each center’s Strategic Action Plan and help establish or expand the center’s partnership networks.

Centers are encouraged to notify and invite nearby American Job Centers as well as other ETA grantees (e.g., YouthBuild) and agencies with a local presence to attend and participate. Centers are further encouraged to extend invitations to local workforce boards, state and local agencies to continue to position Job Corps as a key component of the larger workforce development ecosystem.

To further solidify that Job Corps is critical to a community’s economic health and workforce growth, these events should highlight each center’s unique strengths and position within the local workforce system.

Center should notify and invite their Regional Job Corps Office well in advance of these events.

4. **Resources.**

New Workforce Outreach Toolkits are now available to help Job Corps centers plan engaging events with various audiences, such as employers, workforce boards and community organizations. They contain helpful resources, including event planning tips and guidelines, templates for invitations, programs and media advisories, and recommendations for post-event surveys to follow up with attendees.

There are three Workforce Outreach Toolkits available. They can be accessed on the [Job Corps Materials Marketplace](#).

Toolkit	Event Purpose
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Student Career Training Expo	<p>Highlight/showcase your center’s different hands-on training programs by inviting local employers and community leaders to see your students in action.</p> <p>Build relationships with the workforce development community and identify opportunities for new work-based learning partnerships.</p>
Career Fair	Connect soon-to-be Job Corps graduates with employers looking to hire and fill open positions.
Employer Roundtable	Gather feedback from employers on their hiring needs and expectations, interest in potential partnerships, and thoughts on your training curricula and equipment.

The types of events supported by each toolkit may be combined if a center so chooses. For example, a Career Fair, where employers looking to fill positions connect with Job Corps Students, may run in conjunction with an Employer Roundtable at the same event.

The following resources are available in each toolkit:

- Event Planning Tips and Timeline
- Program Speakers’ Tip Sheet
- Invitation
- Invite Letter
- Program
- Save the Date
- Pre-Event Media Advisory Template
- Post-Event Media Release Template
- Post-Event Survey

The Career Fair Toolkit also includes a Student Resume Template, and the Employer Roundtable Toolkit includes Roundtable Discussion Prompts.

Reporting

These connections are important because partnerships help connect Job Corps participants with employment and career opportunities. Job Corps will develop a system to better document outreach events. Additional information is forthcoming.

5. Expiration Date. September 30, 2024.

- 6. Inquiries.** Inquiries should be addressed to Dan Weeks, Job Corps Communications Officer, at weeks.daniel@dol.gov. Inquiries about the toolkits or Job Corps Materials Marketplace should be directed to jcmaterials@mpf.com.