



## Hampden County Reentry & Recovery Program

### Hot Jobs! January 12, 2026



## HAMPDEN COUNTY REENTRY & RECOVERY PROGRAMS

We can help you explore your employment options, showcase your skills, create a solid resume, and prepare for the interviewing process through in-person counseling services, specialized workshops, and other offerings.

Meet employers hiring now through Virtual Career Fairs and other virtual and live hiring events. Our Employment Specialists are available to help you with your employment needs



- JOB APPLICATION ASSISTANCE
- RESUME DEVELOPMENT AND CRITIQUE
- CAREER EXPLORATION
- INTERVIEWING SKILLS
- JOB MATCHING AND JOB DEVELOPMENT
- ASSISTANCE OBTAINING YOUR CORI

**MASSHIRE HOLYOKE - 850 HIGH STREET - HOLYOKE, MA 01040**



413-532-4900



[www.massshireholyokey.org](http://www.massshireholyokey.org)



[rmassshire@gmail.com](mailto:rmassshire@gmail.com)



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Secretary/Front Desk

Design Dental Lab

Agawam, MA 01001

\$18 - \$35 an hour - Full-time

**Apply in person**

**Job Details:** Manage incoming calls, emails, and correspondence with professionalism and courtesy. Provide excellent customer support by addressing inquiries and resolving issues promptly. Organize and maintain office files, records, and documentation to ensure easy access and retrieval. Schedule cases delivery and pick up. Perform proofreading tasks to ensure accuracy in all written communications. Utilize computer software for data entry, record keeping, and office management tasks. Collaborate with team members to enhance workflow efficiency and support various projects.

**Qualifications:** Proven experience in a secretarial or administrative role is preferred. Strong organizational skills with the ability to prioritize tasks effectively. Excellent time management skills to handle multiple responsibilities efficiently. Proficiency in computer literacy, including Microsoft Office Suite or equivalent software. Must be Bilingual Russian/English. Experience in dental assistant roles is a plus. **Must be** bilingual English and Russian.

### Retail Store Manager

Ollies Bargain Outlet, Inc.

Springfield, MA 01128

\$58,000 a year - Full-time

**Apply on Indeed**

**Job Details:** Provides the financial oversight of all sales and profit goals to include management of payroll budgets, expenses, store banking, shrink reduction and other key company initiatives as determined by Ollie's Operations leadership. Demonstrates Ollie's "Yes I Care, Yes I Can" behaviors in providing exceptional Associate and Customer service experiences; makes sure all company standards are consistently demonstrated in every Associate and Customer interaction. Executes on company strategies for merchandising, store standards, seasonal transition planning, and inventory processes to meet operational goals and expectations. Is a "talent grower" who provides coaching, training, development, evaluation, supervision, and scheduling of store associates to meet the needs of the business and staffing budgets. Maintains proper security of the store location and all company assets.

**Requirements:** High School diploma or equivalent required. Minimum of 3 years' retail management experience with a mid-to-large retailer. Schedule flexibility to work evenings, weekends, and holiday seasonal on a regular basis. Must have a valid Driver's license.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Team Lead

Rocky's Ace Hardware  
10 Springfield Street, Agawam, MA 01001  
\$17 - \$19 an hour - Full-time  
**Apply on Indeed**

**Job Details:** The Team Lead is instrumental in the operations of our store and plays a key role in the absence of the Store Manager and Assistant Manager. Team Leads ensure the highest standards of Helpful customer service and direct those projects and responsibilities delegated by the Store Manager.

**Requirements:** Set the example and consistently execute the highest standards relative to providing amazing customer service to all Rocky's customers. Resolve customer complaints in a manner that is timely, courteous and discreet. Authorize acceptance of checks, etc, in a manner that is consistent with company policy. Work with the processing of weekly hot sheets and price adjustments ensuring store bin tagging completed in a timely manner. Attend mandatory monthly store meetings.

### Receptionist

Enfield Eyecare Associates  
149 Hazard Avenue, Enfield, CT 06082  
From \$18 an hour - Full-time  
**Apply On Indeed**

**Job Details:** Greet patients and visitors in a professional and welcoming manner. Answer phone calls, respond to inquiries, and provide information about services. Enter patient demographics accurately in electronic medical record system. Schedule appointments. Verify insurance coverage. Collect patient payments, i.e. co-payments and material balances. Maintain patient records. Assist with medical scheduling and coordination of patient care. Ensure compliance with HIPAA regulations and maintain confidentiality of patient information. Write up end of day bank deposit and balance accounts for the day. Perform clerical duties such as faxing, filing, photocopying, and data entry. Other responsibilities as needed, this is just a sample of most common responsibilities.

**Requirements:** Proficiency with using a computer. Ability to work well under pressure. Attention to detail and problem-solving skills. Familiarity with phone systems and ability to handle high call volumes. Helpful but willing to train the right personality. Knowledge of HIPAA regulations and ability to maintain patient confidentiality. Familiarity with medical records management and documentation. Experience in medical scheduling or receptionist role.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Neighborhood Canvasser

Weed Man Lawn Care

153 Plainfield Street, Springfield, MA 01107

\$20 an hour - Part-time

**Apply on Indeed**

**Job Details:** The right candidate will be responsible for preparing our daily offers of a light menu including breakfast sandwiches, salads, soups and lunch items, running food, boxing up baked items, answering phone calls, as well as assisting our customers in any way necessary. We are known for our gluten free, dairy free, and vegan offerings! This position needs an individual who has experience in a fast-paced environment, can multi-task, and can work efficiently on their own on a high-volume line with a cold station and grill.

**Requirements:** Positive attitude, energy, and coachability. Ability to work both independently and as part of a team. Excellent communication skills. Self-motivated and goal oriented. Previous customer service or sales experience is a plus (training provided). 18+ years of age required to apply.

### Caregiver

Lepine Home Care

West Springfield, MA

\$19 - \$21 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** As a Neighborhood Canvasser, you'll work as part of a team to introduce Weed Man's services to homeowners in local neighborhoods. You'll go door-to-door with confidence and enthusiasm, offering **free, no-obligation lawn care quotes** and distributing promotional materials. No selling is required — your goal is to generate quality leads and represent the Weed Man brand professionally. This is a great opportunity for charismatic, self-driven individuals looking to develop communication, marketing, and sales skills — with room to grow into positions such as **Supervisor, Salesperson, or Technician**.

**Requirements:** Must be at least 18 years old. High school diploma or GED preferred. Previous caregiving experience preferred. Valid driver's license and reliable transportation required. Able to pass a background check. Positive attitude, reliability, and strong communication skills. CPR certification.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Kitchen Leader

Chipotle

42 Center Sq, East Longmeadow, MA 01028

\$16.65 - \$18.53 an hour

**Apply on Indeed**

**Job Description:** The Kitchen Leader helps ensure the quality and safety of Chipotle's delicious food every day. They see to it that the kitchen is clean, organized and well stocked; and that the equipment is properly maintained and in good condition. Throughout the process they are serving as a role model for Crew members, helping them learn to become future Kitchen Leaders. At its core, as with every position at Chipotle, it is about promoting teamwork and creating a great customer experience. While on the clock, the Kitchen Leaders are always busy on their feet, accomplishing their station's goals, taking on tasks that they see that need to get done, and pitching-in to help their teammates.

**Requirements:** Have the ability to understand and articulate Chipotle's Food with Integrity philosophy. Have the knowledge and ability to speak, write, and understand the primary language(s) of the work location. Have a high school diploma. Have restaurant experience.

### Marriott Springfield Downtown - Front Desk Agent

Aimbridge Hospitality

2 Boland Way, Springfield, MA 01115

\$18 an hour - Full-time

**Apply on Indeed**

**Job Description: Guest Service Superstar:** You bring warm vibes and top-tier service that make guests feel right at home. Whether it's a quick question or a big request, you're all about making their stay unforgettable. **Communication Champ:** You know how to get the message across—clearly, confidently, and with a smile. Whether it's chatting with guests or coordinating with the team, you keep things flowing smoothly. **Quick-Thinking Problem Solver:** When challenges pop up, you're already on it. You think fast, act smart, and turn potential hiccups into happy endings. **Multitasking Marvel:** Juggling reservations, check-ins, check-outs, and financial details? No problem. You keep it all organized and running like clockwork.

**Requirements:** High school diploma or equivalent; experience in a hotel or related field preferred. Familiarity with hotel management software and Microsoft Office suite.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Customer Service Rep

Dominos

1273 Memorial Drive, Chicopee, MA 01020

\$15.50 - \$17.00 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Domino's Pizza is looking for energetic, outgoing people to wait on their customers. This job includes taking customer orders, handling cash, making food, cleaning and assisting Delivery Drivers. 1) Must be able to use a touch screen computer. Must be able to count back change when handling cash. Must be able to multitask. Must be able to work in a fast-paced environment. Must be able to accept constructive feedback from management. Customer service experience is a plus.

### Cosmetics Cashier

Walmart

591 Memorial Drive, Chicopee, MA 01020

\$16 - \$29 an hour - Part-time

**Apply on Indeed**

**Job Description:** The actual hourly rate will equal or exceed the required minimum wage applicable to the job location. Additional compensation includes annual or quarterly performance incentives. Additional compensation in the form of premiums may be paid in amounts ranging from \$0.35 per hour to \$3.00 per hour in specific circumstances. Premiums may be based on schedule, facility, season, or specific work performed. Multiple premiums may apply if applicable criteria are met.

**Job Experience:** Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to a specific plan or program terms. For information about benefits and eligibility, see One.Walmart.com. Walmart is committed to maintaining a drug-free workplace and has a no tolerance policy regarding the use of illegal drugs and alcohol on the job. This policy applies to all employees and aims to create a safe and productive work environment.





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### Urgent Care Administrative Assistant

Mental Health Association - Western MA

Springfield, MA

\$23 an hour - Full-time

**Apply on Indeed**

**Job Description:** Coordinate client intake and referrals by registering individuals in the EHR, verifying insurance eligibility, and scheduling initial appointments in collaboration with the clinical team. Greeting and check in clients, families, and community partners, providing professional and welcoming front-office experience. Maintain accurate, timely, and compliant records in the EHR, including scanning and uploading documentation. Verify insurance eligibility and prepare, enter, and submit billing information in coordination with leadership and the Fiscal Department. Send appointment reminders and support efficient clinic scheduling and operations. Coordinate meetings, record minutes, and serve as a liaison between internal departments, vendors, and external partners. Provide administrative support to supervisors and staff, including data management, report preparation, and general office coordination.

**Job Experience:** Customer service experience, strong skills in front desk management, insurance eligibility verification, EHR utilization, and computer proficiency. Bilingual capabilities are preferred.

### Receptionist

Fursique

Feeding Hills, MA 01030

\$15 - \$23 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** Greet visitors, clients, and staff with a warm, professional demeanor to foster a welcoming atmosphere. Manage multi-line phone systems, screen calls, and direct inquiries efficiently using excellent phone etiquette. Handle front desk responsibilities including scheduling appointments, answering client questions, and facilitating team communication. Perform data entry, filing, and document proofreading to ensure accuracy and organization of records. Maintaining a tidy reception area. Check on pets to ensure cleanliness and safety. Labeling kennels and keeping track of pets possessions.

**Requirements:** Strong organizational skills. Excellent communication skills. Familiarity with phone etiquette to handle inquiries professionally. Strong time management skills to prioritize tasks efficiently in a fast-paced environment. Knowing common dog breeds. Basic dog handling and communication knowledge. Multitasking. Attention to detail.



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### Entry Level Class A CDL Truck Driver

Western Express  
Springfield, MA 01101  
Up to \$0.48 per mile

**Apply on Indeed**

**Job Description:** HAVE YOUR CDL-A? SPEAK WITH A SEATING SPECIALIST TODAY!

**(888) 267-9804.** Western Express has immediate openings for entry level company truck drivers! (CDL-A required.) With our paid training, steady miles and numerous perks, Western Express is your best first step into the trucking industry! CALL or APPLY NOW! Limited opportunities!

**Requirements:** Valid CDL-A (Class A CDL). 21+ Years of Age. **NO EXPERIENCE NECESSARY!** WE WILL GIVE YOU THE TRAINING YOU NEED! (CDL-A required)

### Guest Service Associate/Sales Associate

European Wax Center  
West Springfield, MA 01089  
\$17 - \$20 an hour - Part-time, Full-time

**Apply on Indeed**

**Job Description:** You will ensure our guests have the Ultimate Wax Experience each time they visit us. You are the first and last impression of the guest's entire experience, so it's important to always maintain a cheerful and positive attitude. You will also make it easy for our guests to return to EWC at the "lowest possible price" by Selling our Wax Passes. 90% of our regular guests love these passes because it saves them so much money!

**Requirements:** MUST be able to work between 24-35 hours per week and work weekends, Be positive, friendly, upbeat and personable, Maintain a professional appearance at all times, Able to work in a fun, fast paced environment, Ability to work flexible days and hours, and have reliable transportation.





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### Retail Sales Associate

Gillette Restaurant Equipment  
Holyoke, MA 01040  
From \$17 an hour - Part-time

**Apply on Indeed**

**Job Description:** Greet customers and provide excellent service. Assist with product selection, sales, and checkout. Stock shelves, price inventory and maintain attractive displays. Perform light janitorial duties (sweeping, mopping, trash removal, restroom upkeep). Follow store policies and safety procedures.

**Qualifications:** Strong customer service and communication skills. Dependable, punctual, and detail oriented. Ability to stand for extended periods and lift up to 25 lbs. Willingness to perform cleaning tasks. Retail experience a plus but not required.

### Sales Assistant- Holyoke Mall

Claire's Essentials LLC  
50 Holyoke Street, Holyoke, MA 01040  
\$15 - \$16 an hour - Part-time

**Apply on Indeed**

**Job Description:** Own the Sales Game: Crush sales goals by delivering next-level customer experiences, upselling must-have accessories, and hyping up promos to drive revenue. Piercing Excellence: Join the ranks of our piercing experts through comprehensive training. Become a trusted guide for customers - conducting piercings, educating on aftercare, maintaining a sterile environment, addressing questions and concerns throughout the process. Keep It Fresh: Maintain an Insta-worthy store with perfect displays, organized inventory, and easy-to-shop layouts that make browsing fun and effortless. Team Collaboration: Support your Store Manager by motivating the team, sharing sales tips, and creating a positive, high-energy vibe that customers (and coworkers) love. Brand Representation: Showcase Claire's products and services. Stay plugged into the latest fashion and social media trends to help customers find their perfect style. Use your knowledge to suggest products and boost sales.

**Qualifications:** You can conduct piercings, while demonstrating patience and empathy, particularly with young or anxious customers. You know how to operate a Point of Sale (POS) system efficiently. You can stand during scheduled shifts and lift/maneuver 11-35kg (25-75lbs). You can bend, stoop, twist, extended reaching, and climb ladders or step stools while placing merchandise throughout the store and assisting customers.



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### Retail Operations Team Member

Nouria Energy

518 Memorial Avenue, W Springfield, MA 01089

Part-time

**Apply on Indeed**

**Job Description:** Must be able to work a flexible schedule as needed. Communicate verbally and in writing with various management on store operations in a very quick timeline, especially any changes or items that may adversely affect the store's operations. Must be able to interact with customers in a friendly, professional manner. Prepare a shift report at the end of the shift as per company guidelines. Must be 18 years of age or older.

**Qualifications:** Read, understand, and write the English language at the eighth-grade level. Perform arithmetic calculations at the eighth-grade level in order to be able to make change, complete shift reports, and account for a variety of products during vendor check-in. Having the ability to validate Identification prior to selling tobacco and/ or alcohol (as per required under regulations). Can lift up to 30 pounds, and carry cases of milk cartons and soft drinks, beer and juice containers through proper lifting techniques. Ability to remain calm and respond according to policies and procedures in any form of emergencies. Tolerate exposure to gasoline fumes and cleaning products; Ability to work in various temperature environments (coolers, outside in various weather conditions, and in the store) Perform general housekeeping duties as needed. Must be 18 years of age.



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### Seasonal Sales Associate

BoxLunch & Hot Topic

Holyoke, MA

\$15.00 - \$15.50 an hour - Seasonal

**Apply on Indeed**

**Job Description:** Provide an amazing shopping experience that will encourage customers to return. They'll be impressed by your product knowledge, customer experience skills, and use of the Force. Cover the sales floor zone and ensure that assigned areas are up to visual standards. Work the register - you'll use your fandom knowledge to process sales transactions and drive add-on sales using additional benefits such as BOPIS and curbside pickup. Assist with planogram changes including store map, wall, fixture, & merchandising mix. Let your voice be heard! You'll communicate fashion & music trend information to management and respective HQ partners. While we welcome wizards, we don't like it when spells are stolen. You'll work with Store Management to ensure there's no misuse of spells and wizardry around theft. Support the maintenance of the mother ship; you'll help keep the stockroom organized and the store tidy. Smells like Team Spirit – you love communicating and working as a team to get the job done. Any other activities assigned by your Store Leader.

**Qualifications:** Previous experience working in a retail environment. If you love music and pop culture, you're in the right place! Superpowers in providing customer service and selling. You'll have to be at least 16 years of age to join the fandom force. Avenger-like collaboration and communication skills. The usual retail stuff (with or without reasonable accommodation): able to navigate your way around the store, merchandise product utilizing approved store equipment, and pack and unpack boxes of awesome merch that may weigh up to 50 pounds.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Sales Associate

SNIPES

50 Holyoke Street, Holyoke, MA 01040

\$15.00 - \$16.91 an hour - Part-time

**Apply on Indeed**

**Job Description:** Achieve or exceed established goals. These include sales, hourly productivity, average dollar sale, units per transaction, conversion, charge accounts and contests, and any other brand specific to KPI's. Actively participate in all contests, promotions and sales incentive programs. Maintain an awareness of all sales promotions. Have a complete working knowledge and use of selling skills and customer service standards as set forth in Company training programs. Develop and maintain relationships with customers through a friendly attitude and excellent customer service. Answer the telephone in a friendly and professional manner. Meet Company standards for store appearance, performance, product knowledge and store operations. Assist store management as needed to maintain the store. Keep sales floor and stock area clean and organized. Follow visual merchandising standards, including keeping fixtures straightened and filled, colorizing displays, and others as directed by the Store Manager/Assistant Manager. Assist Store Manager/Assistant Manager to take markdowns in a correct and timely manner. Complete work within deadlines and ask for additional assignments. Perform with minimum supervision. Follow all security policies and procedures, including zone defense. Recognize and react to potential loss prevention issues. Watch for potential shortages through prompt servicing of customers, notifying management of external theft (shoplifting) and internal theft.

**Qualifications:** Must be at least 16 years of age. Strong attention to detail. Able to work various shifts including weekends and holidays. Must present a neat appearance and personal grooming. Candidate will be required to stand for long periods of time throughout their shift. Lifting between 15-30 pounds.



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### Store Support

Home Depot

179 Dagget Drive, West Springfield, MA 01089

\$17.50 - \$19.50 an hour

**Apply on Indeed**

**Job Description:** Associates in Store Support positions are responsible for a variety of non-sales functions. This may include ensuring an outstanding customer order fulfillment experience, assisting customers in the lot or providing administrative services. Direct customer or vendor interaction is sometimes required for these positions. Whether directing customers to store departments or merchandise, answering customer questions on product order status, handling cash management or program compliance, these positions play a critical role in ensuring the highest level of customer satisfaction. Individuals in these positions must work cooperatively with other Associates, vendors, carriers, and productively with little/some supervision, be detail-oriented, and have proven time management skills. They must always demonstrate a high level of integrity, respond to operational concerns of all associates and remain focused on store specific business objectives while supporting key operational responsibilities. Specific positions may include Office Associate, Order Fulfillment Associate, Lot Associate, and Customer Service Representative.

### Customer Service Associate

Raising Cane's

110 Elm St, Enfield, CT 06082

\$17 an hour

**Apply on Indeed**

**Job Description:** As an important part of our team, Customer Service Associates' impact on all areas of customer experience. As the name suggests, your main priority is to provide great customer service. In this role, you will be responsible for taking orders in the drive-thru, assembling orders, delivering food to customers, cleaning the dining room, talking to customers, etc.

**Requirements:** Must be 16 years of age or older. Provide all Customers with quick and friendly service. Work together as a team, assisting other Crewmembers in completion of tasks and assignments to ensure continuity of service. Work under pressure and at a fast pace. Align with Raising Cane's culture by balancing Working Hard and Having Fun. Take initiative. Comply with Company policies.



## Hampden County Reentry & Recovery Program Hot Jobs! January 12, 2026

### Sales Associate/Stock

Rainbow

Springfield, MA

**Apply on Indeed**

**Job Description:** We are seeking friendly, high-energy, customer-oriented, fashion forward managers with a retail background to join our winning team! This is our entry level management position, which will allow you to learn about our business, while giving you the skills to operate one of our stores. At least 6 months' experience as a department manager in a retail store is required.

**Requirements:** Excellent ability to train and motivate staff. Able to handle multi-tasks. Friendly and courteous with a positive attitude. Strong interpersonal skills. Able to organize and prioritize work. Must be punctual. Must be organized. Must have great attention to detail. Must be a team-player.





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### Workshop Offerings at MHH

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**For a current Calendar of workshop offerings, visit: <https://masshireholyokey.org/events/> or snap the QR Code above.**

**ChatGPT-Your Job Search Key!:** Discover how ChatGPT can turbocharge your job search! Join our workshop, 'ChatGPT-Your Job Search Key!' and learn expert strategies to optimize resumes, target job searches, ace interviews, and negotiate salaries. Regardless of where you are in the job search process, this workshop will revolutionize your approach to landing your dream job. Don't miss out — secure your spot now and accelerate your career with ChatGPT!

**TORQ & ONET Secret Weapons for Your Job Search (Remote using Zoom):** Learn how the easy-to-use tools found on TORQ Works can generate suggestions for new career pathways based on how your skills and experience apply to today's job market and break free from the trappings of "career tunnel vision" when choosing your next career. Discover the vast wealth of labor market information found on O\*NET Online and explore ways to leverage this information to expand your career exploration, gain valuable insights into industry trends and job outlooks, cure your writer's block in preparing resumes, cover letters and job interviews by accessing professional language to describe your previous work experience, and even find job openings near you! Don't miss this opportunity to harness the full potential of what these two secret weapons can do to ensure a successful job search process!

**The Curious Candidate-A Career Exploration Webinar (Remote using Zoom):** Are you considering a career change either to earn more money, for greater personal fulfillment, more flexibility or simply to try something new? It is all too easy to get "career pathway tunnel vision" and feel stuck in one particular occupation. This webinar will help participants assess their priorities, needs and interests in choosing a new career pathway, as well as identifying where they can apply their transferable skills and experience to new opportunities, and how they can pursue training opportunities to fill any skills gaps.

**Job Search Tips and Tools (Remote using Zoom):** This webinar will go over the tools and strategies to ensure an efficient and successful job search. Topics include career exploration, labor market investigation (LMI), where to find job openings, how to leverage your social media accounts, and how to develop the skills you need to land the job that is right for you. We will also discuss how MassHire Career Centers can support you along the way!

**Outsmart the Resume Robots (Remote using Zoom):** In this webinar you will learn what Applicant Tracking Systems (ATS) are and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume that will get you noticed through these systems and how to maximize your chances of getting a response from employers throughout the online job application process. We will also discuss how the ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

**Interviewing Skills (Remote using Zoom):** During this interactive webinar you will know the steps to prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you to relate your skills and accomplishments in ways to show how you can help the employer. The concept of "Information Interviews" and salary negotiations will also be discussed.



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**Networking to Your Next Job Webinar (Remote using Zoom):** Networking is an important and often unused job search tool to access the “hidden job market.” This webinar provides suggestions for creating a successful networking plan, as well as providing a description of the “Information Interview” process.

**Job Search Strategies for Mature Workers (Remote using Zoom):** This webinar will discuss suggestions, advice, and information for older job seekers. It will discuss examples of what to include in a job search plan, including terminology, the assets older workers provide employers, resume and cover letter descriptions, as well as how to develop networking strategies and interview preparation.

**Slay Your Resume (in-person):** In this resume workshop you will find out what gets a resume noticed and placed at the top of the “Yes” pile. We will go over some best practices, as well as many common *Do's* and *Don'ts* in order to make a positive impression on employers. This workshop is good for people who need to improve their existing resume, are in the beginning stages of creating one, or for those who are just not quite sure why they are not getting interviews.

\*\*\*This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*

**Learn to Use WinWay Resume Builder:** This Webinar will show you how to use the Resume Building Software in the Resource Center at MassHire Holyoke

**HCC Grant Information Sessions (Remote using Zoom):** Throughout the year, Holyoke Community College offers a number of free workforce training and certification programs in a number of different vocations. This webinar provides an overview of current offerings through the *HCC Adult Education and Workforce Development* and the process to apply for them.

**Training Grant Opportunities (Remote using Zoom):** This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

\*\*\***Note:** Attending this webinar is a prerequisite first step in order to pursue grant funding through the *Workforce Innovation Opportunity Act (WIOA)* to pay for the cost of certain training programs.

**Computer Competence Corner (in-person):** is your place to get support and assistance for all your computer and digital literacy needs! At MassHire Holyoke, we understand the importance of technology for the modern job seeker, and this walk-in support service is designed to help you excel. Our **Computer Competence Corner** can improve your job search process, help you learn new computer skills and advance your career by assisting with a range of tech-related needs, including computer basics, effective internet use, cybersecurity, digital communications, online job search, online job applications and proficiency with commonly used software and apps. **The Computer Competence Corner** is a walk-in service and is first come, first served, so no appointment is necessary. However, registration is available for those who want to secure a spot and receive a courtesy call to discuss a plan before the workshop. Laptop computers will be available for use during the workshop, but feel free to bring your own laptop computer so that you can learn how to better use your own device.

\*\*\*This workshop will be held at our second location at the *STEAM Building at 208 Race Street, Holyoke, MA.*

**El Rincón de Competencia Informática (en persona):** con MassHire Holyoke es tu lugar para obtener apoyo y asistencia en todas tus necesidades de competencia informática y alfabetización digital. En MassHire Holyoke, entendemos la importancia de la tecnología para el buscador de empleo moderno y



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este servicio de apoyo sin cita previa está diseñado para ayudarte a destacar. Nuestro **Rincón de Competencia Informática** puede mejorar tu proceso de búsqueda de empleo, ayudarte a aprender nuevas habilidades informáticas y avanzar en tu carrera, asistiendo en una variedad de necesidades relacionadas con la tecnología, que incluyen conceptos básicos de computación, uso eficaz del internet, ciberseguridad, comunicaciones digitales, búsqueda y solicitud empleo en línea y capacidad en el uso de software y aplicaciones comúnmente utilizados. **El Rincón de Competencia Informática** es un servicio sin cita previa y se atiende por orden de llegada. Sin embargo, la inscripción está disponible para aquellos que deseen asegurar un lugar y recibir una llamada de cortesía para discutir un plan antes del taller. Habrá computadoras portátiles disponibles para su uso durante el taller, no obstante, puedes traer tu propia computadora portátil para que puedas aprender a usarla mejor. \*\*\*Este taller se llevará a cabo en nuestra segunda ubicación en el *Edificio STEAM en 208 Race Street, Holyoke, MA*.

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**You can register for these workshops using any method below. Please have your MassHire Job Seeker ID Number ready.**

1. Call us at (413) 532-4900 and speak to a receptionist.
2. Sign into your MassHire JobQuest account and click on the "Workshop Section."
3. Go to the event section of our website at [www.massshireholyokey.org](http://www.massshireholyokey.org)

**If you are registering for a remote webinar on Zoom, a link will be emailed to you the day before or the day of the workshop.**

*MassHire Holyoke Career Center at 850 High Street, Holyoke MA 01040 413-532-4900  
>>>Second Location: The STEAM Building at 208 Race Street, Holyoke MA*



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