

EMPLOYER

Resource Guide

NCWorks
career center
ncworks.gov



RECRUITMENT



PIPELINE
DEVELOPMENT



TRAINING

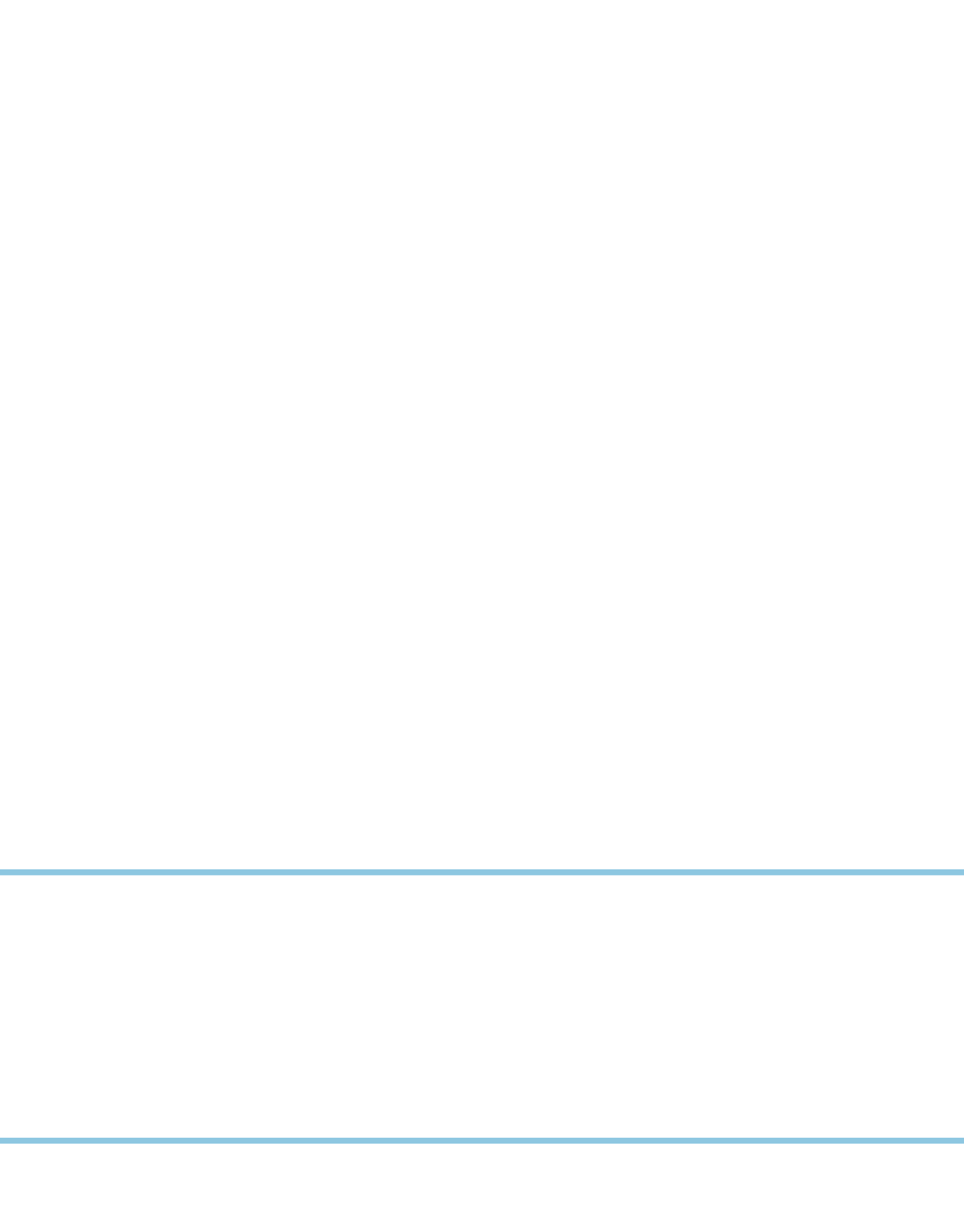


EMPLOYER
PROGRAMS



SUCCESS *depends on the*
SKILL & PRODUCTIVITY
OF YOUR **WORKFORCE**

Fostering the employment of northeastern North Carolinians by enriching the skills and suitability of candidate employees for regional businesses.



NCWorks career center

NCWorks is an equal opportunity employer and provider of employment and training services.
Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.

EMPLOYER

Resource Guide

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Northeastern Workforce Development Board & the NCWorks Career Centers

Northeastern Workforce Development Board (NWDB)

The NWDB is headquartered centrally in Hertford, and serving North Carolina's 10 most northeastern counties, including: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties. The purpose of the NWDB is to provide policy, planning and oversight for local workforce development programs, including the NCWorks Career Centers in the region, and to address workforce issues as identified by the communities that they represent.



NCWorks Career Centers

The NCWorks Career Center is the lead agency for promoting and delivering

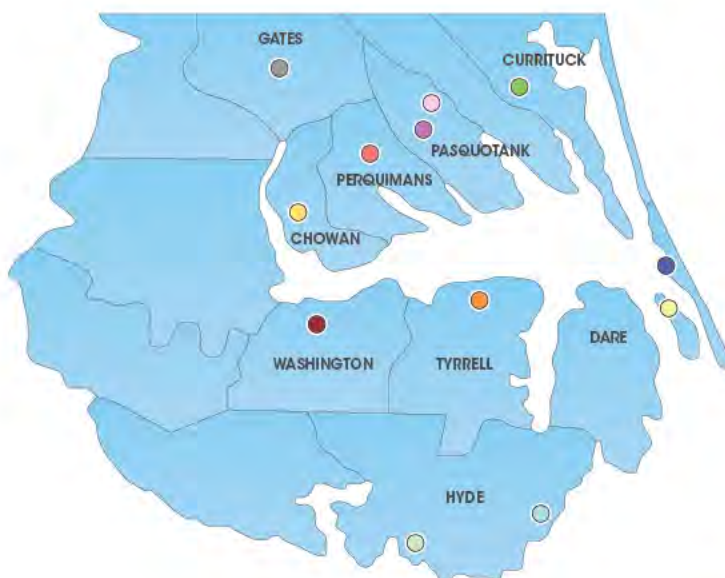
- Career Awareness
- Career Guidance
- Employability Skills

to provide businesses with a skilled workforce.

NCWorks career center

For more information, visit:
www.nwdbworks.org & www.ncworks.gov

Locations & Contact Information



- Northeastern Workforce Development Board
- NCWorks Career Center: Elizabeth City - Pasquotank
- NCWorks Career Center: Dare County
- NCWorks Career Center: Edenton-Chowan
- Beaufort County Community College - Roper
- College of the Albemarle - Elizabeth City
- College of the Albemarle - Manteo
- Currituck Department of Social Services
- Gates Department of Social Services
- Hyde County Department of Social Services
- Hyde County Government Building
- Tyrrell County Finance Building

ASSISTING Businesses WITH WORKFORCE NEEDS

● NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

Albemarle Commission Building

512 South Church Street, Hertford, NC, 27944

Phone Number: (252) 426-5753

NCWORKS CAREER CENTERS AND OUTPOSTS

● NCWorks Career Center: Elizabeth City - Pasquotank

422 McArthur Drive, Elizabeth City, NC 27909

Phone: 252-331-4798

Monday-Friday: 8:30am - 5pm

● NCWorks Career Center: Dare County

2522 South Croatan Hwy., Nags Head, NC 27959

Phone: (252) 480-3500

Monday-Friday: 8:30am - 5pm

● NCWorks Career Center: Edenton-Chowan

118 Blades St., Building 3 Edenton, NC 27932

Phone: (252) 482-2195

Tuesday, Thursday: 8:30am - 5pm

● Beaufort County Community College - Roper

P.O. Box 503, 100 Hwy 32 N., Roper, NC 27970

Career Advisor Cell: (252) 312-6859

Call for Hours

● College of the Albemarle - Elizabeth City

1208 N. Road Street, Elizabeth City, NC 27909

Career Advisor Cell: (252) 331-3754

Call for Hours

● College of the Albemarle - Manteo

132 Russell Twiford Rd., Manteo, NC 27954

Career Advisor Cell: (252) 312-6852

Call for Hours

● Currituck Department of Social Services

2793 Caratoke Highway, Currituck, NC 27929

Career Advisor Cell: (252) 312-6852

Call for Hours

● Gates Department of Social Services

P.O. Box 185, 122 Main Street Gatesville, NC 27938

Career Advisor Cell: (252) 331-3754

Call for Hours

● Hyde County Department of Social Services

35015 US Hwy 264, Engelhard, NC 27824

Career Advisor Cell: (252) 312-6859

Call for Hours

● Hyde County Government Building

30 Oyster Creek Rd., Swan Quarter, NC 27885

Career Advisor Cell: (252) 312-6859

Call for Hours

● Tyrrell County Finance Building

108 Water Street Columbia, NC 27925

Career Advisor Cell: (252) 312-6859

Call for Hours

RECRUITMENT & SCREENING



- NCWorks.gov
- Job Fairs
- Labor Market Information

PIPELINE DEVELOPMENT



- Youth Work Experiences
- Career Pathways
- Apprenticeships

TRAINING



- On the Job Training
- Employee Training Grants
- Soft Skills Training

EMPLOYER PROGRAMS



- Statewide Programs
- Transition Services
- Partner Programs

Recruitment

Are you looking for talented employees in Northeastern North Carolina? Here's how the NCWorks Career Centers help businesses find talent for openings.

NCWorks Career Centers

NCWorks career center

NCWorks Career Centers help employers find, train, and retain qualified employees.

Each center provides services to help local businesses via:

- Job applicant screening and qualified candidate referrals
- Labor market projections, such as average wages for jobs
- Information on tax credits for hiring particular groups of workers
- Space to conduct job interviews
- Help arranging job fairs
- Employee training resources
- Layoff/closure prevention services for employers
- Information about Federal Bonding (insurance for hiring at-risk workers)
- Basic office skills testing

NCWorks Online

NCWorks online

The state's official job search website, NCWorks Online (ncworks.gov) allows employers to post openings and search for candidates.

NCWorks.gov is **FREE** & includes these features:

- A Virtual Recruiter, which automatically delivers potential candidate matches directly to your inbox
- Provides a % match for general and specific skills requirements when searching for candidates
- Job orders can be shared directly from employer accounts to other online platforms such as Facebook

** NCWorks Business Account Registration does require an employer's Federal Employer Identification Number (FEIN) & Unemployment Insurance (UI) number to protect job seekers and to divert possible scams. These numbers ensure that registered employers are legitimate NC businesses and reporting appropriately.*

*Not sure what your numbers are?
Call 1-888-737-0259, choose option 1.*

**LOCATE, TRAIN AND RETAIN
THE RIGHT TALENT FOR THE RIGHT CAREERS!**



Labor Market Information

Understanding labor market conditions and the economic trends that impact your business is critical to the success of every business in our region. We offer a collection of labor market data resources for businesses to identify trends and make informed, data-driven business decisions at no cost.

NCWorks Labor Market Information

Search for real-time labor market trends such as number of candidates for specific occupations, median wages, and much more.

Access via ncworks.gov

NC Labor & Economic Analysis Division (LEAD)

Provided through LEAD, ACCESSNC contains information on available properties across the state, community demographics, business location information, industry and occupational data, and interactive maps.

Access their website at: accessnc.nccommerce.com

Economic Modeling Specialists Intl. (EMSI)

EMSI provides reports such as: Occupation Snapshots, Talent Supply by Compensation, Workforce Availability, Unemployment by Occupation Sector, and many more.

Access reports by contacting the Business Services team at: nwdbworks.org





Best Practices and Resources For Filling Open Positions

KEY POINTS

- Avoid lengthy job titles and write a job description that is concise and clear
- Determine the best application receiving method that fits your business schedule and needs (ex: online applications may save you time) and use this method for all posting venues
- Publish wages, expected start date and benefits (think beyond the typical benefits like health insurance, ex: friendly working environment)
- Partner with NCWorks Career Center to host recruiting events
- Dedicate 1 to 2 contacts at your business for receiving résumés, refreshing postings and arranging interviews
- Minimize required documentation from applicants to determine their qualifications (ex: a cover letter isn't always necessary)
- Reduce turnover by being honest in the description (ex: job requires standing for lengthy periods of time)
- Post open position(s) through as many venues as possible

Job Posting Venues

- Contact your local NCWorks Career Center

NCWorks
career center

- › Post jobs for free on the statewide job-engine tool via NCWorks Online (ncworks.gov)
- › Partner with NCWorks Career Center to hold a job fair
- Contact Newspapers
 - › See contact information on page 8
- Contact Chambers of Commerce
 - › Some Chambers offer members a spot on their webpage for job openings
 - › See contact information on page 8

- Post positions via:

- Facebook

- › All counties in NWDB region have pages that allow businesses to post for free by registering
- › In Facebook, search for "Chowan County Jobs-NC" (change for your county)
- › There are also numerous online yard sales (ex: "Pasquotank County Online Yard Sale") where you can post positions
- › These ads have to be very short so consider the most important details

- [Craigslist](#), [Indeed](#), [Monster](#), etc.

- Consider using staffing agencies

Tips for Posting a Job on Recruitment Forums/Boards

Online Recruitment Forums are proving to be a great tool for businesses to fill a variety of positions. In order to find the most qualified candidates in a timely manner, read through these tips:

- **Start with a good headline:** This is what job seekers see first so it should grab their attention.

The title is one place on your ad that using the maximum number of allowed characters is best.
(ex: *Landscaper-Edenton-Full Time-\$12.00*)

You will be surprised at the difference a title can make in the ads performance.
Experiment with different titles and track their performance on the same ad.

- **Job Descriptions:** Aim to use bullet points for the primary tasks associated with a position.

- Job-seekers should also see the wage, days/hours of expected work, any available benefits and when they can begin.
- Post in the right category on the forum/board. This seems obvious but read through the different ads that are posted within each category.
- Include basic information about your company and inform potential applicants about any special requirements for the job unless they are commonly known in the profession. Some examples of special conditions you should let potential applicants know about include heavy lifting and exposure to extreme temperatures.

- **Application Procedures:** Be clear and concise about your expectations and the expected process when applying.

If an online application is available (or sending applications via e-mail), this is best as it's simple and quick for both job seekers and businesses. Many forums allow the option to make your email anonymous if you want to keep your company name private while you screen applications. However, if you prefer applicants to apply in-person, provide the address and simple directions on how to get there. If you prefer phone calls, be prepared to dedicate one person at your business to take the lead on receiving those.

- **Posting frequency:** Listings are often in reverse chronological order, the newest listings get the most prominence.

Be prepared to refresh your posting on a daily basis so that it will have a better chance of appearing on the first page of openings when a job-seeker is searching for positions. Refresh your postings as often as possible. Don't forget to take down your ad once the position is filled!





CHAMBER OF COMMERCE CONTACT INFORMATION

Elizabeth City Area	502 East Ehringhaus Street Elizabeth City, NC 27909	(252) 335-4365	elizabethcitychamber.org
Currituck	111D Currituck Commercial Drive Moyock, NC 27958	(252) 453-9497	currituckchamber.org
Edenton-Chowan	101 West Water Street Edenton, NC 27932	(252) 482-3400 800-775-0111	edentonchamber.org
Gates County	PO Box 334 Gatesville, NC 27938	(252) 506-1592	gatescochamber.com
Hyde County	20791 US-264 Swanquarter, NC 27885	(252) 926-9171	<i>Find them on Facebook!</i>
Outer Banks	101 Town Hall Dr Kill Devil Hills, NC 27948	(252) 441-8144	outerbankschamber.com
Perquimans County	118 W. Market Street Hertford, NC 27944	(252) 426-5657	<i>Find them on Facebook!</i>
Tyrrell County	PO Box 170 Columbia, NC 27925	(252) 796-1996	visittyrrellcounty.com
Washington County	701 Washington Street Plymouth, NC 27962	(252) 793-4804	chamberofwashingtoncounty.com

REGIONAL NEWSPAPER CONTACT INFORMATION

Chowan Herald	Weekly	421 S. Broad Street Edenton, NC 27932	(252) 482-4418	dailyadvance.com/chowan
Daily Advance	Daily	215 S Water Street Elizabeth City, NC 27909	(252) 335-0841	dailyadvance.com
Outer Banks Sentinel	Weekly	2910 South Croatan Highway Nags Head, NC 27959	(252) 480-2234	obsentinel.com
Perquimans Weekly	Weekly	111 W. Market Street Hertford, NC 27944	(252) 426-5728	dailyadvance.com/perquimans
Coastland Times	Sun. & Wed.	501 Budleigh Street PO Box 400 Manteo, NC 27954	(252) 473-2105	coastlandtimes.com
Outer Banks Voice	Online	409 West Raceview Court, Nags Head, NC 27959	(252) 305-3861	outerbanksvoice.com
Island Free Press	Online	58248 Fulcher Lane, Hatteras, NC 27943	(252) 995-3006	islandfreepress.org
Ocracoke Observer	Monthly	P.O. Box 427 Ocracoke, NC 27960	(252) 928-1811	ocracokeobserver.com
Roanoke Beacon	Weekly	212 West Water Street Plymouth, NC 27962	(252) 793-2123	roanokebeacon.com
Roanoke-Chowan News Herald	Weekly	801 Parker Avenue Ahoskie, NC 27910	(252) 332-2123	roanoke-chowannewsherald.com
Scuppernon Reminder Washington Daily News	Daily	217 N. Market Street Washington, NC 27889	(252) 945-7893	thewashingtondailynews.com

Hiring Veterans

Veterans Education and Training Services (VETS) provides employers with assistance in finding qualified transitioning service members and veterans in our region. For more information: dol.gov/vets

What can a veteran bring to your business?

- Ability to quickly learn new skills and concepts
- Strong leadership qualities
- Respect for procedures and accountability
- Strong personal integrity
- Flexibility to work efficiently in teams or work independently
- Hands on experience with technology and globalization

NCWorks Career Centers can help:

- Meet with the Local Veterans' Employment Representative (LVERs) to learn more about the benefits of hiring transitioning service members, veterans and wounded warriors.
- Consider applying for the HIRE Vets Medallion Program - Recognizes employers who recruit, retain, and employ veterans, and who offer charitable services in support of the veteran community.

Use the Career Readiness Certificate to Hire Qualified Applicants

The ACT WorkKeys National Career Readiness Certificate (CRC®) is a three-part assessment that offers a credential at four levels (bronze, silver, gold and platinum). The CRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. The CRC is also the foundation for counties to achieve Work Ready Communities status.

For more information: workreadycommunities.org/NC

The CRC verifies skills proficiency in:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations

Where is the CRC Offered?

Anyone can take the CRC at their local community college for a fee. Career Centers are available to assist job-seekers in preparing for the CRC and determining eligibility for a free CRC opportunity.

More information about the CRC can be found here: act.org/certificate/



How can the CRC help employers identify and keep strong employees?

Case studies and Research show that employers benefit from understanding and using the ACT WorkKeys CRC.

Benefits include:

- Better quality hires and reduced turnover
- Reduction in time-to-hire and shorter training periods
- Increased performance ratings for skilled workers
- Improved employee morale
- Decreased operator error
- Improved promotional opportunities

Pipeline Development

Enhance Your Employees' Soft Skills for Workplace Success!

Working Smart for Businesses

Working Smart is an interactive soft skills curriculum designed to provide the work and life skills needed to enhance employee productivity, therefore helping businesses to succeed.

For more information: nwdbworks.org/resources/soft-skills-training

**Working
Smart**

Benefits to Employers

- Training can reduce turnover rate, saving businesses time and money
- Designed to improve work ethic, strengthen communication skills and build teamwork
- Certified employees will enhance productivity and enable you to focus on growing your business
- Can be offered to incumbent workers for professional development and to strengthen their soft skills
- Courses can be customized to focus on specific skills to enhance the professional development of staff
- Employers can recommend applicants to attend as a prerequisite for hire or as part of the onboarding process

For more information and to sign-up for this course, contact your local NCWorks Career Center.

Supporting Career Pathways

In order to sustain a talent pipeline for a growing workforce, business partnerships with workforce and education partners are critical to ensure that training for job seekers matches the needs of employers.

Benefits to Employers

- By providing work-based learning opportunities for students and adults, employers are helping build the pipeline which will help feed their hiring pools
- As partners in Career Pathways, employers have the opportunity to network with liaisons from other stakeholder groups, including workforce development professionals, community college partners, secondary school teachers and counselors and other employers
- When companies are deciding whether to expand or relocate to Northeastern NC, the quality and availability of a workforce is one of the most important factors

Interested in learning more? Employers are encouraged to join us at our next regional meeting: nencpathways.org



NCWorks NEXTGEN

Your Future Starts Here



NEXTGEN is designed to empower eligible youth and young adults to reach their educational and career goals by removing obstacles to their success through a variety of services. We are here to invest in educational and career exploration services provided to young adults age 16-24.

For more information: nwdbworks.org/nextgen

HOW YOUR BUSINESS CAN BENEFIT FROM EMPOWERING NEXTGEN YOUTH THROUGH A WORK EXPERIENCE AGREEMENT

- Employers benefit from having *EXTRA* help at no cost (up to 800 hours)
- Employers do not pay the worker, NEXTGEN provides the salary
- Give opportunities to a young person to develop work and life skills needed for success
- Invest in the community by enhancing the talent of the future workforce
- Give youth the opportunity to participate in hands-on work experience for career exploration and work skills development

Training

Reduce the Cost of Hiring and Retaining Employees through On-the-Job Training and the Employee Training Grant

What is On-the-Job Training (OJT)?

OJT allows employers to think outside of the box when it comes to new employees. It's an ideal solution for employers who have difficulty filling their open positions with qualified, experienced workers. After eligibility is determined by NCWorks Career Center, employers hire an eligible OJT candidate, train them while they work and get a reimbursement to offset the cost of providing additional training to the employee.

For more information: nwdbworks.org/business/prospective-employees-on-the-job-training-contracts

Why use OJT when making hiring decisions?

Every occupation requires a unique set of skills. However, the requirements of an open position do not always match the current skillset of job candidates. OJT provides an incentive to employers to hire individuals that are motivated to work but lack skills in a specific occupation. This incentive can be a reimbursement of up to 75% of a new employee's hourly wage for up to 6 months. Employers benefit from OJT because they have an opportunity to hire a motivated job-seeker that is willing to learn the skills required of their new job.

What jobs qualify?

Permanent, full-time positions that require specific occupational training from employers. An hourly wage of at least \$10.90/hr is required.

Who participates?

OJT candidates must be eligible under the guidelines of the Workforce Innovation and Opportunity Act.

How do we get started?

Contact the Business Services Team at the NCWorks Career Center (NCWCC).





What is the Employee Training Grant (ETG)?

The Employee Training Grant is an opportunity for businesses to enhance the skills of their current employees with the goal of retaining a strong workforce and ultimately increase the stability and competitiveness of the employer. Up to \$10,000 is available to employers to hire trainers and/or register for classes that will help identified employees overcome skills gaps.

For more information: nwdbworks.org/business/incumbent-workers-employee-training-grants

What are the benefits?

Investing in employee training can result in increased retention rates, improved work ethics, stronger company-wide morale, and even productivity. Different trainings can be identified for different employees within the same application.

What employers qualify?

North Carolina for profit businesses that have been in operation for a minimum of six months are eligible to apply.

What is the process?

1. Businesses can submit their applicants to the Business Services Team of the Northeastern Workforce Development Board.
2. Applications are scored for approval by the Northeastern Workforce Development Board on the 2nd Thursday of each month.
3. After an award is announced, a contract will be established and the business is expected to pay for the training (in accordance with the budget set forth in their application). The business then receives reimbursement from the Northeastern Workforce Development Board (NWDB) for the trainings.

How do we get started?

Contact the Business Services Team at the Northeastern Workforce Development Board, nwdbworks.org.



Employer Programs

Whether your business is new or well-established, large or small, there are workforce solutions available to meet your specific needs at little or no cost to your business.

TAX CREDIT PROGRAMS

The Worker Opportunity Tax Credit (WOTC) is a federal tax credit savings opportunity for employers who hire new employees from certain targeted groups. Businesses can receive a one-time tax credit of \$2,400-\$9,600 for hiring a qualified job applicant; the amount varies, depending on the hire and targeted group.

For more information:

nccommerce.com/workforce/businesses/work-opportunity-tax-credit

AGRICULTURAL BUSINESSES

Agricultural employers can benefit from the services offered at local NCWorks Career Center offices. Our agricultural employment consultants are mobile and can help employers fill their labor needs and understand farm-related regulations.

Call your local NCWorks Career Center for more information.

RURAL GRANTS PROGRAM

The Rural Grants Program provides building renovation and economic infrastructure grants for job creation.

- **Rural Building Reuse** - Three categories of funding are available for 1) the renovation of vacant buildings, 2) the renovation or expansion of a building occupied by an existing North Carolina company wishing to expand in their current location and 3) the renovation, expansion or construction of health care facilities that will lead to the direct creation of new, full-time jobs.
- **Rural Infrastructure** - Funding is available for publicly-owned infrastructure including water, sewer, electric, broadband, rail, and road improvements that will lead to the direct creation of new, full-time jobs.

For more information:

nccommerce.com/ruraldevelopment/rural-grants-programs

FEDERAL BONDING

The Federal Bonding Program encourages businesses to hire at-risk, hard-to-place job seekers by providing insurance policies that protect against employee theft or dishonesty. Bonds are available at no cost to the job applicant or to the employer and require no paperwork on the part of the employer. The bond may cover any period up to 6 months, with coverage based on potential risk starting at \$5,000.

Call your NCWorks Career Center for more information.



100-DAY NO FAULT GUARANTEE

Selecting the right person for a job is never a guarantee. If you have to terminate a new employee, your unemployment insurance account will not be charged if you notify Department of Employment Security.

- Applicable only to employees, hired through a NCWorks Career Center, terminated within a 100-day period from the date of hiring, due to a bona fide inability to do the work.
- To take advantage of the 100-day no fault guarantee employers must contact the Division of Employment Security. As a result, the employer is not penalized for giving someone a chance at the job. The employer's unemployment tax experience rating will not be affected.

For more information:

des.nc.gov/DES/Static?page=100DayGuarantee

THE INDUSTRIAL DEVELOPMENT FUND / UTILITY FUND

The Industrial Development Fund / Utility Fund provides grants to units of local government for public infrastructure in Tier 1 and Tier 2 counties to assist in job creation.

For more information: nccommerce.com/rd

THE NC MAIN STREET CENTER

The NC Main Street Center provides downtown development assistance through the NC Main Street and the Small-Town Main Street programs.

For more information:

nccommerce.com/rd/

THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR ECONOMIC DEVELOPMENT (CDBG-ED)

CDBG-ED provides grants to local governments that partner with a for-profit business to bring public infrastructure improvements and building renovation services. All grants are awarded by a 15-member appointed Rural Infrastructure Authority.

For more information: nccommerce.com/rd

NORTH CAROLINA WANTS TO SEE YOUR BUSINESS GROW



Transition Services

Rapid Response

Rapid Response is an early intervention to assist employers and workers facing layoffs, closures, and other sensitive actions such as:

- Downsizing/restructuring
- Federal action impacting defense, timber or fishing industries
- Natural disasters
- Plant relocations
- Bankruptcy

To initiate help from the Rapid Response program a business may need to file a Worker Adjustment and Retraining Notification (WARN) notice with the state. Once filed, the Rapid Response team is deployed within 48 hours to help that company and the affected employees. The team will assess the situation and work with company officials to plan the most appropriate response.

Rapid Response teams provide the following services to businesses:

- Experience in handling closures and layoff events
- Providing convenient on-site services to ease the transition for workers
- Offering specialized assistance, such as job fairs, financial planning workshops, and interest/aptitude assessments or other specialized services

For more information: nccommerce.com/workforce/businesses/rapid-response





Partner Organizations

The Northeastern Workforce Development Board and the NCWorks Career Centers are proud of our partnerships with the other 22 workforce boards of the state, the Economic Development Partnership of NC, Vocational Rehabilitation offices, the Small Business and Technology Development Center (SBTDC), local Chambers of Commerce and Economic Developers, the Career and Technical Education departments of our K-12 school systems, the Customized Training departments at Community Colleges, the NCSU Industrial Expansion Solutions organization, and others committed to assisting businesses throughout the region.

Economic Development Partnership of North Carolina (EDPNC)

EDPNC is focused on recruiting new businesses to the state, supporting the needs of existing businesses, connecting exporters with customers around the globe, helping small business owners get their start, and attracting tourists and visitors from all over the world. For more information: edpnc.com

LOCAL ECONOMIC DEVELOPMENT OFFICES

Camden County Economic Development	330 East Hwy 158 Camden, NC 27921	(252) 338-6363 x103
Dare County - Outer Banks Chamber of Commerce	101 Town Hall Drive P.O. Box 1757 Kill Devil Hills, NC 27948	(252) 441-8144
Currituck Economic Development	153 Courthouse Road Currituck, NC 27929	(252) 232-6015
Edenton Chowan Partnership	101 W. Water Street Edenton, NC 27932	(252) 482-2007
Elizabeth City Economic Development Commission	405 East Main Street, Suite 4 Elizabeth City, NC 27907	(252) 338-0169
Gates County - County Manager	200 Court Street Gatesville, NC 27938	(252) 357-1240
Hyde County - Planning and Economic Development	30 Oyster Creek Road P.O. Box 188 Swan Quarter, NC 27885	(252) 926-4180
Perquimans Economic Development	128 N Church St Hertford, NC 27944	(252) 312-5314
Tyrrell County - County Manager	P.O. Box 449 Columbia, NC 27925	(252) 796-1371 x2621
Washington County - County Manager	116 Adams Street Plymouth, NC 27962	(252) 791-0001

Small Business & Technology Development Centers (SBTDC)

The SBTDC provides management counseling and educational services to small and mid-sized businesses. Most services are free of charge, and all are confidential. The SBTDC's experienced and knowledgeable business counselors are equipped to help businesses with a wide variety of business problems, issues, and challenges.

SBTDC @ Elizabeth City State University • (252) 335-3247 • sbtcd.org/offices/ecsu/staff



Partner Organizations

NC State University – Industry Expansion Solutions (IES)

The expertise at IES helps organizations grow, innovate, and prosper. Their extensive partnerships with businesses, industry, education and government generate a unique culture of collaboration that provides access to cutting-edge expertise, research, and technology. Since 2000, IES has created \$2.9 billion in added income to the NC economy.

IES collaborates with clients and organizations to develop and implement comprehensive solutions such as:

- Continuous Improvement
- Evaluation and Assessment
- Growth & Innovation
- Health & Safety

Organizations that work with IES realize bottom line results including cost savings, optimized resource use and improved operational efficiencies. For more information: ies.ncsu.edu

NCWorks Customized Training Program

The NCWorks Customized Training Program provides education, training and support services for new, expanding and existing business and industry in North Carolina through our network of 58 community colleges, serving all 100 counties of the state. The goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

All training solutions are the result of collaboration with the management team and customizing the training to meet specific objectives adding to business success. Examples of training topics are safety, leadership, lean, 5S methodology, blueprint reading and industry specific topics.

Customized Training @ Beaufort County Community College • (252) 940-6311

Customized Training @ College of the Albemarle • (252) 335-0821 ext. 2418

The Small Business Center Network (SBCN)

The mission of the SBCN is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. With one location at each community college, the 58 Small Business Centers (SBCs) are community-based providers of entrepreneurship training, confidential one-on-one business counseling, referral, and information. This past year, the SBCN served clients in all 100 counties and our aim is to continue to provide direct economic impact throughout North Carolina and act as a force multiplier with our partners.

SBCN @ Beaufort County Community College • (252) 940-6306

SBCN @ College of the Albemarle • (252) 335-0821 ext. 2370



american**job**center®



NCWorks
career center
ncworks.gov