



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

TO THE EDITOR

FOR IMMEDIATE RELEASE

FEBRUARY 11, 1983

CONTACT:

498-9000

CAMBRIDGE FUNDS RESIDENT EMPLOYMENT PROGRAM

The Cambridge City Council, recognizing the employment needs of its residents and the opportunities emerging from the economic development activities occurring in the City, has appropriated \$69,000 to fund an employment service program. The major purpose of the Cambridge Employment Program (CEP) is to promote the hiring of City residents by new Cambridge employers.

The Eastern Middlesex Human Resource Development Authority (EMHRDA) will be responsible for the administration of the program. EMHRDA has been providing employment and training services to Cambridge residents for several years.

The Cambridge Employment Plan will establish a central clearinghouse which will be utilized by residents, developers, and new firms alike. Residents will have access to free job placement and job search assistance. EMHRDA CEP staff will maintain a job recruitment and listing system which will enable them to refer Cambridge residents to available openings. Employers and developers will be provided with information on tax credits, training programs, the available workforce and other pertinent employment issues.

Eventually, the CEP's goal will be to create better linkages between the school system and private industry to ensure that the City is preparing its youth to meet the demands of the labor market.

Additional program information and application procedures can be obtained by calling the Cambridge Employment Program at 492-0591.

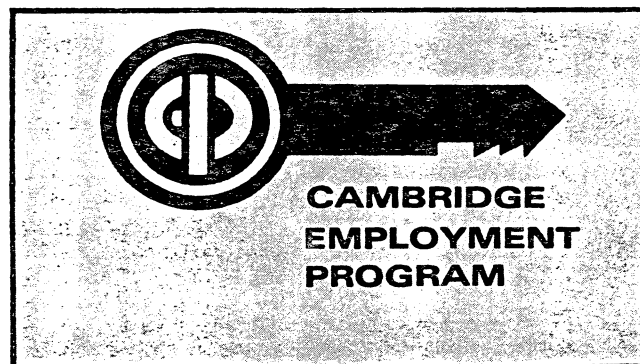
Other Benefits To The Employer:

CEP is but one of many services provided by the Eastern Middlesex Human Resource Development Authority (EMHRDA). In conjunction with its Private Industry Council (PIC), EMHRDA offers a variety of training models to meet the workforce needs of business and industry and the employment needs of workers.

The Cambridge Private Industry Council (PIC), which assisted in the development of the Citizens Employment Program, is an alliance of representatives of business, education, labor and the community seeking to improve local economic and employment conditions. Through it, managers of business and industry participate in research, planning and implementation of training services.

By using the CEP service you will be involved with a training system which will afford access to other resources such as training tailored to your needs, on-the-job training and upgrading and retraining on your site if suitable.

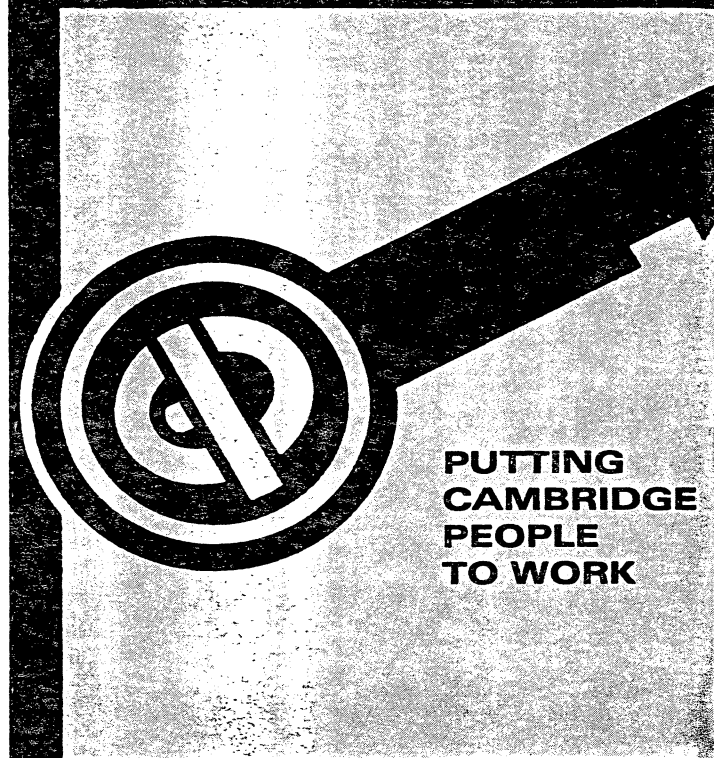
For service and/or more information
call 492-0591



administered by

EASTERN MIDDLESEX HUMAN RESOURCE
DEVELOPMENT AUTHORITY:
PRIVATE INDUSTRY COUNCIL
50-54 Essex Street
Cambridge, MA 02139
(617) 492-0591

The Key to Employment



PUTTING
CAMBRIDGE
PEOPLE
TO WORK

CAMBRIDGE EMPLOYMENT PROGRAM

Introduction:

The Cambridge Employment Program (CEP) is financed by the Cambridge City Council. Its purpose is to match unemployed Cambridge workers with jobs in new and expanding businesses. This unique program is administered by the Eastern Middlesex Human Resource Development Authority (EMHRDA). CEP offers free services and information to employers who have or anticipate job openings.



Services:

- Job Development
- Recruiting
- Pre-Screening
- Referral
- Follow-up

Job Development:

A CEP job developer will meet with you and/or your personnel staff to determine current and future job openings. Having gathered information about your specific requirements, the job developer will check out job applicant files and initiate recruiting procedures to provide job applicants who will meet your specific employment needs.

Recruiting:

Recruiting will be done through public and private resources. It will include press releases, employment advertisements, fliers, networking associated agencies and pools of clients in training. All at no cost to you.

Pre-Screening:

To ensure accurate matching of job applicants with your specific needs, pre-screening and assessment will be required before a referral is made to you. It will include determination of the workers' work experience, skill level, interest, work habits and motivation.

Referral:

After pre-screening, CEP staff will refer applicants to you, according to your job order/s, and they will participate in your intake process in any way that will be helpful to you or the applicant.

Follow-up:

CEP staff will arrange a mutually agreeable method by which they may check the progress of the worker at six week and six month intervals. Through this process, we will attempt to improve our service to employers.





Eastern Middlesex Human Resource Development Authority for the City of Cambridge

50-54 Essex Street
CAMBRIDGE, MA 02139
(617) 492-0591

Marlene Seltzer
Consortium Director

CAMBRIDGE EMPLOYMENT PROGRAM FACT SHEET

The Cambridge Employment Program (C.E.P.) is a new opportunity for Cambridge residents to receive free job search assistance, job development and job matching.

The Eastern Middlesex Human Resource Development Authority (E.M.H.R.D.A.) is administering this program with financing from the Cambridge City Council. The purpose of CEP is to match unemployed Cambridge residents with job openings of new and expanding Cambridge employers.

CEP offers residents these services:

- * Job Search Assistance
- * Job Search Workshops
- * Job Development
- * Job Matching & Placement

The Cambridge Employment Program is open to all unemployed Cambridge residents 18 and over.

To apply, call or visit the

Cambridge Employment Program
50 Essex Street
Cambridge, MA
492-0591

9:00 to 4:30 Monday through Friday



Eastern Middlesex Human Resource Development Authority for the City of Cambridge

50-54 Essex Street
CAMBRIDGE, MA 02139
(617) 492-0591

Marlene Seltzer
Consortium Director

February 7, 1983

Dear Cambridge Resident:

Do you or someone you know need a job? If so, the Cambridge Employment Program (C.E.P.) will interest you. C.E.P., sponsored by the Cambridge City Council, is one of the many services provided by the Eastern Middlesex Human Resource Development Authority (E.M.H.R.D.A.). This new free program is designed to match unemployed Cambridge residents with job openings of new or expanding Cambridge employers. The services offered include:

1. Job Search Assistance - Learning New Skills Necessary to Look for a Job
2. Job Development - Working Together to Locate Job Openings
3. Job Matching - Matching Your Qualifications with Appropriate Jobs
4. Job Placement - Landing the Job!

You qualify for C.E.P. if you are an unemployed Cambridge resident, 18 years or older with marketable skills, motivated and are committed to work. For more information or to set-up an appointment, call 492-0591 or come in between 9:00 AM and 4:30 PM, Monday through Friday. We are located at 50 Essex Street in Cambridge.

If you are looking for a job, we can assist you!

Sincerely,

Beverly Taylor
Coordinator

Sidney Falthzik
Job Developer

Duane Brown
Job Developer

CAMBRIDGE RESIDENTS

LOOKING FOR WORK?

We Can Assist

Free job placement and job search assistance is now available to unemployed Cambridge residents (18 and over) through the new Cambridge Employment Program.

For more information and to apply, call or visit: Cambridge Employment Program, 50 Essex Street, Cambridge, MA 02139 492-0591. Between 9AM and 4:30PM

Funded by the City of Cambridge and administered by the Eastern Middlesex Human Resource Development Authority (EMHRDA)

What's happening

Job plan begins

At 5:30 pm today in City Hall, the City Council's committee on economic development is meeting to discuss a program which formally started this week — the Cambridge Employment Plan (CEP) — designed to promote the hiring of city residents by Cambridge employers.

The \$69,000 program will be administered by the Eastern Middlesex Human Resource Development Authority (EMHRDA).

Basically, EMHRDA will run a "central clearinghouse" for residents, developers and new firms. The idea is to link local workers up with job-training opportunities and to give them the first shot at jobs opening up in the city.

Participation of developers and businesses is voluntary. For further information, call Marlene Seltzer at 492-0591.

**Thursday,
February 17**

Public meeting of the Committee on Economic Development, Manpower and Employment, 5:30 pm in the Ackermann Room (formerly the Walnut Room), 2nd floor, City Hall.

CRIM., 2/19/83

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Program to Place Unemployed In New, Expanding Businesses

By JEAN E. ENGELMAYER

A new program to place unemployed Cambridge workers in jobs created by several large development projects planned for the next decade opened its doors Thursday, with a financial commitment from the Cambridge City Council to increase access to the service.

The Cambridge Citizens' Employment Program, which will be administered by the Eastern Middlesex Human Resource Development Authority, will act as a "clearinghouse" for Cambridge residents seeking jobs, Marlene Seltzer, executive director of the authority, said Thursday. The program will also provide training for workers whose skills are not yet adequate to meet the demands of newly created jobs, Seltzer added.

According to City Councillor David E. Sullivan, chairman of the council's economic development, manpower, and employment committee, over 15,000 jobs will be created over the next fifteen years as a result of the "boom of development" now underway in Cambridge.

Large-scale development projects are planned or underway in Porter and Kendall Squares, on Mass Ave. and University Place, Lechmere Canal, and Alewife—the end of the current MBTA Red-line extension.

More than 5000 Cambridge citizens are now out of work, Sullivan said, and the purpose of the employment program is "to make sure our residents do not lose any benefit from that development," he added.

Although the authority, which receives funds from the Federal Job Training Partnership Act—the successor of the CETA pro-

gram—already acts as a "big employment agency" for Cambridge residents, it only provides aid for income-eligible clients. "We wanted to make this service available to other people too," Sullivan said, so the council approved an additional \$69,000 allocation in December for the creation of the independent citizen's employment program (CEP).

More than sixty local businesses have already expressed interest in the new program, and thirteen have agreed to hire Cambridge citizens through the program, Beverly Taylor, the program's economic development coordinator said Thursday.

Sullivan said his main concern about the program is that many of the available jobs will be so complicated that the average unemployed Cambridge resident will not be sufficiently trained to fill them. "Many of the jobs opening up will require fairly advanced professional or technical skills," he said.

"It's important that CEP provide job training, and help to educate people about the job opportunities that exist and will grow," agreed Councillor Frances H. Duchay '55. The new program may try to speed job training for residents through ties with local educational institutions, including the Cambridge Center for Adult Education and the Harvard Extension School, Seltzer said yesterday.

stated his intention to hold another meeting of the Committee on that report.

The meeting adjourned at 7:00 PM.

For the Committee,

A handwritten signature in cursive script that reads "David E. Sullivan". The signature is written in dark ink and is positioned below the typed name.

David E. Sullivan
Chairman

DES/smc

Copies of the Program's initial press release and information materials are attached.

City of Cambridge

In City Council February 28, 1983

The Committee on Economic Development, Manpower, and Employment met on Thursday, February 17, 1983 in the Ackermann Room at City Hall beginning at 5:30 PM. The purpose of the meeting was to discuss the commencement of operations of the Cambridge Employment Program (CEP).

Councillor David Sullivan began the meeting by summarizing the Program's history in the City Council and its purposes: to ensure that Cambridge residents benefit from the creation of over 15,000 new jobs in new Cambridge economic development.

Deputy City Manager Richard Rossi and Marlene Seltzer, Director of the Eastern Middlesex Human Resource Development Authority (EMHRDA), then described the initial phase of the Program. In its first 1½ weeks, the Program has contacted over 100 Cambridge businesses, 60 of which have expressed interest in participating. Ms. Seltzer introduced the Program's staff: coordinator Beverly Taylor and job developers Sidney Falthzik and Duane Brown.

Ms. Taylor described the Program's initial plans for contacting expanding firms, expanding the "client pool" by outreach into various Cambridge communities, and holding job-seeking skills workshops. She also mentioned a recent visit to Data Packaging Corporation, 205 Broadway, which is closing and laying off 50 employees, 70 percent of them Cambridge residents.

In response to a question by Councillor Francis Duehay, Ms. Seltzer stated that the Program was currently limited to unemployed Cambridge residents (of all incomes), but might be able to serve employed residents in the future. Councillor Duehay stressed the importance of training and education in improving residents' job prospects, and suggested forming an advisory committee of employers, educational institutions and others.

In response to Councillor Sullivan's question, Ms. Seltzer expressed doubt that employers would wait more than a few weeks for employees to receive training. Councillor Sullivan replied that this pointed up the importance of prior training through the Program, but expressed concern that many new jobs would be too advanced for many unemployed Cambridge residents. He emphasized the City Council's ability to influence job types through zoning and related policies.

Russell Lindquist, Director of Economic Development in the Community Development Department, offered to assist the Program with analyses of demographics and projections of firms' expansion plans.

At the request of Councillors Sullivan and Duehay, Ms. Seltzer agreed to make regular written reports to the City Manager and City Council on the Program's progress, the first to be filed in sixty days. Councillor Sullivan

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REPORT

Committee on Economic Development, Man-
power and Employment Re: commencement of
operations of the Cambridge Employment Plan
(CEP).

In City Council,

February 28, 1983

2/28/83

Report on File -