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Chautauqua Works

americanjobcenter®

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Executive Director's Message



Employer Insights: What's Happening in the Chautauqua County Job Market

- Chautauqua County's economy is powered by a mix of industries that continue to drive hiring:
- Healthcare & Social Assistance – steady demand across clinical and support roles
- Manufacturing – strong need for skilled trades and production workers
- Education – ongoing opportunities in schools and training programs
- Agriculture & Food Production – especially in grape and farm-based industries
- Tourism & Hospitality – seasonal and customer-facing roles continue to grow.

For Job Seekers: What Employers Want: Top Skills in Demand

- Communication and teamwork
- Reliability and strong work ethic
- Problem-solving and adaptability
- Basic computer and digital skills

Even entry-level jobs often require digital basics—email, online applications, and simple software use can make a big difference.

In-Demand Opportunities

- Healthcare support roles
- Machine operators and skilled trades
- Customer service and hospitality staff
- CDL drivers and logistics roles

Takeaway for Job Seekers: Investing in short-term training or certifications can quickly open doors to stable, well-paying careers in the region.

For Businesses: Hiring & Workforce Trends: What Employers Are Experiencing

- Difficulty finding candidates with both technical and success skills
- Increased need for on-the-job training
- Competition for talent in key industries like healthcare and manufacturing

- Shifting workforce expectations around flexibility and workplace culture

Strategies That Work

- Partnering with Chautauqua Works and local training providers
- Offering internships, apprenticeships, or work-based learning
- Upskilling current employees
- Providing clear career pathways within the company

Bridging the Gap: Training & Support

Chautauqua Works is helping connect people to jobs and businesses to talent through:

- Industry-recognized credentials
- Hands-on training opportunities
- Job placement assistance
- Support services like transportation and childcare.

Get Involved: Whether you're looking for your next job or your next employee, now is the time to connect with Chautauqua Works and take the next step.

Spring Into a New Job!

Now that the harsh winter is over, why not use the services at Chautauqua Works to land a new job!

The Resource Rooms at both of our locations provide computers to use for registered customers to research and apply to open positions.

Customers can utilize the online user-friendly New York State Job Bank to access an employer's website to research and apply for a job.

In addition, Career Specialists are available for one-to-one consultations pertaining to employment by scheduling an appointment.

**We are open Monday - Friday,
8:30 am - 4:30 pm at these
locations:
Jamestown
4 East 3rd Street, Suite 102
716-661-9553**

**Dunkirk
407 Central Avenue
716-366-9015**

WE ARE HERE FOR YOU!

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Summer Youth Program Soon on the Way!

What is the Summer Youth Employment Program?

The Summer Youth Employment Program **provides subsidized job opportunities for youth ages 14 to 20** who meet eligibility guidelines and can provide required documentation. Youth are placed on jobs in the private, public and non-profit worksites during the summer months to gain meaningful work experience.

Are you eligible for the Summer Youth Employment Program?

Income: Does your family receive Medicaid, SNAP Benefits (NOT PEBT), Family Assistance, SSI or HEAP? **If not**, is your annual household income at or below:

SIZE	HOUSEHOLD YEARLY INCOME:
1	\$31,920
2	\$43,280
3	\$54,640
4	\$66,000
5	\$77,360
6	\$88,720
7	\$100,080
8	\$111,440

For family units with more than eight, add \$11,360 annually for each additional family member.

Age: Are you between the ages of 14 and 20?

Residence: Chautauqua County?

If you answered “yes” to the above questions, you may qualify for the Summer Youth Employment

Program. Applications were released on May 4, 2026. If you are interested in applying for the Summer Youth

Employment Program, you may pick up an application form either Chautauqua Works offices; Call the Chautauqua Works office at 877-424-9031; Check with school guidance departments. Eligibility packets have been provided to the schools; Download the Eligibility Packet from the website:
www.chautauquaworks.com

Due Date for Application Submission is 5/29/26.

In the meantime, start collecting the required information you will need to participate in the program.

You will need identification. If you don't already have identification as listed below, start working now to obtain it. The identification you will need is as follows:

- Photo ID
- Social Security Card
- Working Papers (14-17 year olds)

There are other acceptable forms of ID, please contact us for additional information.

We are looking forward to another great summer in 2026 and providing work experience to the young adults of Chautauqua County.

NYS officials comment on the positives of a Summer Youth Program:

"The Summer Youth Employment program represents a smart, targeted investment in the next generation of our workforce that will pay dividends for New York State," Gov. Kathy Hochul said. "We are committed to tearing down barriers to entry into the labor market for disadvantaged youth, and the young people

who participate in this program will learn valuable skills, the importance of educational achievement, and above all, will be put on a path toward success."

"The Summer Youth Employment Program administered by OTDA keeps kids busy, off the streets and away from their devices by providing them real work experience," said Lieutenant Governor Antonio Delgado. "This program gives kids who might otherwise not have the opportunity the chance to develop real-life skills that will stay with them for life. It is incumbent upon us as a state to ensure that all of our kids, regardless of where they live, the color of their skin, or how they grew up, have the opportunity to improve their lives."

"The impact that a positive workforce experience can have on youth cannot be overstated, especially for those young people coming from low-income households. There is a growing body of research that examines the numerous and wide-ranging benefits of this program since low-income youth often face a challenging transition to living-wage work and higher education. In addition to the income it provides, the Summer Youth Employment Program can help these youth to recognize the importance of educational achievement and ultimately expand their career aspirations," said Daniel W. Tietz, commissioner of OTDA.

We look forward in helping our local youth with this program!

Summer youth employment programs help to address challenges by providing young adults with a chance to discover interests, build skills, and explore careers – experiences that can serve as the foundation for educational and professional success.

How to Successfully Multitask at the Workplace.

Multitasking is a necessary skill for many roles across a variety of business functions. However, it can also be detrimental to efficiency and mental performance while at work. If multitasking is done right, it can be a great way to get a number of tasks done simultaneously, but if you end up taking on too much at one time it can lead to anxiety from poor decision making. **Here are 15 top tips to help you multitask efficiently at work:**

1. Set yourself realistic goals.

Taking on too much at once can cause unnecessary stress and worry. At work, we often overload ourselves with all of the tasks we need to complete each day or week when it's better to separate these out into bite-sized chunks that are easier to work through. Rather than feeling defeated when you aren't able to complete your mammoth to-do list, be sure to set yourself achievable goals.

2. Give yourself enough time to complete your goals.

It is important to recognize how long it will take you to complete a task to the best possible standard, so you are managing the expectations of your team. Multitasking can cause unnecessary stress if you are doing too much at once, and not giving yourself enough time to finish your tasks. Be sure to set realistic time frames, if you aren't and you deliver late then it will only cause you more stress in the future.

3. Write lists. Writing lists or using online organizational tools, such as Excel or Trello, can help you to feel confident about your workload. If you leave your to-do list to memory and you have to multitask, then it is more likely that you will forget something crucial. Writing lists with explanations next to each task will create an easy-to-approach to-do list.

4. Prioritize your tasks. From a written list of tasks, it is easier to

prioritize your workload. Prioritizing ensures that you are delivering high priority tasks on time, and allows you to manage the expectations of the business when you have something important that you need to clear your deck for.

5. Plan your week day-by-day.

After you have prioritized your tasks, you can begin to map out your schedule for each day of the week. This will put a plan in place for the tasks that you will be managing each day, and allow you to identify whether there are any days that you can work on top priority tasks on their own. Allocating yourself this time to focus, will help you to multitask more efficiently throughout the week.

6. Group tasks together where possible.

Working on completely different tasks at the same time is sure to cause confusion. Make sure that when you are planning out your working week that you are grouping similar tasks together, as it will be easier to switch between the two and meet your deadlines at similar times.

7. Work at a steady pace. It can be easy to feel like you have to rush when you have a lot of different tasks to complete, but this will be counterproductive if you have to re-do work. Work at a steady pace so you don't miss anything and are able to complete your work to the best of your ability.

8. Avoid distractions. When you are busy at work and have multiple tasks on the go, it is important to make sure you aren't distracted. During busy periods let your colleagues know that you need some time to focus and not be disturbed unless it's an emergency. Putting your headphones in is a great way to block out the office noise and focus on the task at hand.

9. Allow yourself regular breaks.

Working continuously throughout the day is no way to get things done to a high standard. Make sure you give yourself short breaks during the day. After this, you might find that you can identify

errors that you might not have noticed before.

10. Remain focused This can be easier said than done. However, remaining focused may just be turning your phone off during working hours, or not checking your emails for 30 minutes. This can help you to remain focused and get your to-do list checked off faster than if you find yourself distracted by everyday life.

11. Use technology to automate tasks.

Look for ways to automate repetitive tasks or delegate them to someone else. This will free up your time to focus on more complex tasks that require your attention.

12. Practice mindfulness. There are some tasks that require your undivided attention, such as writing a report or having an important conversation. Avoid multitasking during these times as it can lead to errors and miscommunications.

13. Avoid multitasking when it's not necessary. There are some tasks that require your undivided attention, such as writing a report or having an important conversation. Avoid multitasking during these times as it can lead to errors and miscommunications.

14. Take care of your physical and mental health. Multitasking can be stressful, so it's important to take care of yourself. Eat a healthy diet, exercise regularly, get enough sleep, and take breaks when you need them.

15. Learn to say no! If you find yourself constantly overloaded with tasks, it may be time to learn to say no. Prioritize your workload and focus on the tasks that are most important to your role and the company's goals.

From "Tips on Improving Your Multi-tasking Skills.", Michael Page.uk.com

"The best way to get started is to quit talking and begin doing." - Walt Disney

How to Answer “What Are Your Strengths?” in an Interview.

First, when answering this question, don't say, “I'm a perfectionist, I'm hard working, or I'm punctual.” These are extremely common answers and are strengths you should automatically bring to the job anyway. Next, choose strengths that highlight the key skills in the job role.

Here are top strengths that will allow you to stand out in your job interview.

1) Ability to Multitask
This means you have the strength to work on more than one task while maintaining the quality of each. It also means you have the ability to switch focus with efficiency. This is a brilliant strength because it helps companies meet deadlines, manage time more efficiently, and avoid hiring more employees since they can rely on someone to complete multiple tasks at once.

2) Working Under Pressure
This means you do not let pressure affect your work, and you can continue to complete high-quality work on time within tight deadlines. It also means you have a heightened sense of clarity and focus. This strength makes you a reliable employee that can be trusted when unexpected deadlines arise.

3) Attention to Detail
This is another amazing strength to have because it allows you to complete tasks with more efficiency and accuracy. It helps you to improve your workplace productivity, efficiency and performance. Interviewers know the importance of this strength in a candidate because the fewer mistakes made at work, the less time is required to complete work.

4) Ability to Collaborate
Someone who can collaborate promotes a unified work environment and excels working in a team. They motivate and push team members to complete projects and tasks. Companies appreciate this strength in a candidate, especially when much of the work in an organization involves some type of teamwork.

5) Resourceful
Being resourceful means, you have the ability to find creative and unique ways to overcome tough situations. Resourceful people also have a strong network of people to help them find things. Companies love a person who is resourceful because there may not always be a solution available to a problem, so thinking outside of the box to find one can be an extremely attractive strength to have.

6) Empathetic
Being empathetic means, you put yourself in someone else's shoes. By doing this, you can understand a fellow colleague's issue more clearly and assist them in their work. Companies admire someone who is empathetic because it reduces friction in the workplace, allowing colleagues to assist one another when needed.

7) Self Motivated
A person who is self-motivated does not get discouraged easily and takes initiative and action to complete projects. Companies love a candidate who is self-motivated because they can push forward when things get tough, and they are also extremely reliable.

8) Take Initiative
Being someone that takes initiative means that you take control of your own decisions and are a forward-moving person. You don't need people to tell you to get work done and are willing to go the extra mile to complete tasks. In short, you push yourself to take action.

9) Adaptable
Being adaptable means, you can be pulled out of your comfort zone and put somewhere else without it affecting your focus and the quality of your work. Candidates who possess this strength are considered an asset because they can adjust to change in the workplace quickly.

10) Flexible And Versatile
This strength is closely related to adaptability but involves your ability to take on different types of work and use your vast set of skills to be more efficient when your team needs you most. Managers may

come to you if other employees are absent or if a client has some last-minute requests that must be done immediately.

11) Resilient
Someone who is resilient can handle stress and continue pushing forward in the face of adversity. Resilient people who don't give up after receiving bad news are also extremely positive, confident, and determined. Companies love resiliency in a candidate because there will be challenges every single day at work which will test your patience and push you to your limits. However, you have to stay focused and still be someone to get the job done that's assigned to you always.

12) Passionate
Someone who is passionate really loves what they do. This translates into an employee that is positive, hard-working, supportive, and always looking for ways to make improvements to themselves and the organization. Interviewers want to hire a candidate who truly is interested in the job because this ensures they have someone that plans to stay with the company and progress into different roles.

13) Optimistic
An optimistic person has a positive mindset and even views negative situations as a positive learning experiences. Optimistic people motivate team members to find creative ways to deal with setbacks in the workplace. Optimism is admired by interviewers in candidates because it fits so well into the company culture.

Final Thoughts
It is essential to prepare ahead of time, so do not get caught off guard. Keep your answer relevant of the job role you are interviewing for so you can demonstrate to the hiring manager how you will be an asset to their company.

From “What Are your Strengths”, Arizona State University, Career Services

“We have two lives, and the second one begins when we realize we only have one.” - Confucius

What is “Cold Calling?”

I hate cold calling. There are always other things to do—emails, LinkedIn messages, anything to avoid reaching out cold.

And I'm not alone. Most of my clients dread it too. They'd rather refine their resumes or tweak their list of target companies—anything but reach out to a hiring manager out of the blue. But here's the thing: cold calling works.

It works, and even better, “warm” calling works. That's why it's essential. Just last weekend, I received an email from a client who had accepted the perfect job after months of patient searching. It hit every mark: the location, the salary, the industry. And he credited his success—confirmed by the company—to his initial, unprompted email to the CFO. That cold outreach opened a door that kept him on their radar through every interview.

Another client? He's in the final interview stage with his top-choice company, thanks to a similar approach. He reached out to an alum, who helped him navigate his way into the official hiring process. And yet another client? She's on the verge of an offer that started with a cold intro from a friend of a friend. So why do we still avoid cold calling? Why does it feel so hard?

Facing the Fear

Cold calling can be intimidating, even a little unnerving. It's normal to feel vulnerable reaching out to someone you don't know, and most people fear rejection. But cold calling builds resilience. It pushes you to

articulate your value concisely, and that's a skill that resonates across any job search. Rather than seeing cold calling as a last resort, think of it as a chance to learn and grow. Like any skill, the more you do it, the easier it becomes.

Unlocking the Hidden Job Market

If fear isn't enough to hold us back, consider this: roughly 70-80% of jobs are never posted online. Traditional job applications reach only a fraction of available opportunities. Cold calling helps you tap into this hidden market by connecting directly with people who can influence hiring decisions.

By making the first move, you position yourself as a proactive candidate, which adds immediate value. Start with companies and roles that align with your skills. Research key contacts, and frame your outreach as a conversation about shared goals.

Making It Genuine

Cold calling isn't about “using” people. When done thoughtfully, it's the start of a lasting relationship. Prepare tailored questions, show genuine curiosity about their company, and offer insights or help in return. Follow up with a thank-you note or connect on LinkedIn with a personalized message to keep the connection alive. Over time, these interactions may lead to opportunities or introductions you couldn't have planned for.

Cold Calling Tips

Make an Authentic Connection:

Craft your initial outreach

email to appeal to the person's sense of humanity. A little research can go a long way in finding something you both share—an interest, a value, or an alma mater.

Be Persistent but Patient:

Don't give up after a single outreach. Try multiple times with different mediums, and remember to stay consistent in how you present yourself. It's best to stick to a core value proposition rather than reinventing yourself each time.

Make a record of your contacts:

Keep track of your contacts, including name, position, date and time, for future reference. Organizing your contacts will make your cold calling less stressful.

Follow Up Thoughtfully:

After each conversation, send a thank-you note with a reference to specifics from your call. Reconnect every few weeks or months, referencing previous conversations to build on.

Even if it's uncomfortable, cold calling remains a powerful tool in the job search toolkit. It opens doors, builds connections, and brings you closer to opportunities that may otherwise remain hidden.

From “The Power of the Cold Call”, Everett Fortner, October 15, 2024

LOCATIONS

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Over the past year, private sector jobs in the Western New York region rose by 4,700 or 0.9 percent, to 527,900 ending January 2026. Gains were greatest in private education and health services (+9,100), and mining, logging and construction (+700) Losses were centered in manufacturing (-2000), professional and business services (-1,300), trade, transportation and utilities (-1,100), financial activities (-500) and information (-300). Government sector jobs remained unchanged over-the-year (New York State Department of Labor).

The unemployment rate for Chautauqua County in January 2026 increased to 5.4%. The current rate is higher than New York State's unemployment figure of 4.6%. (New York State Department of Labor).

Check out our Facebook Page!

Our Facebook page is updated daily to inform job seekers of open positions throughout Chautauqua County. These positions are either full or part time, temporary or permanent and provided by numerous employers as well as the New York State Department of Labor. Job descriptions and information on how to apply are featured. Please visit our Facebook page and like/follow it!

Chautauqua Works On-Line!

Chautauqua Works has its own webpage:

www.chautauquaworks.com

This website features events, linkages to websites for job seekers, business services, information on our youth, disability, and veteran programs, and other valuable employment resources.

