



Job Description Builders

Education Design Lab

[Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org)

Easy step by step job description builder based on job title and industry. Add and remove required competencies (required and preferred) specific your organizations need. Creates a ready to use job posting.



[Career One Stop](#)

Job Description Writer sponsored by the U.S. Department of Labor. Walks the user through a step-by-step process of building a meaningful description based on occupation.



[O*Net OnLine](#)

Online search engine to find job descriptions and definitions to help students, job seekers, businesses and workforce development professional. Includes finding job descriptions based on skills and a crosswalk for Military member to understand what civilian jobs relate to the position they held in the military.



[National Fund for Workforce Solutions](#)

Job design builder, helping businesses create the right type of position based on the task components. Includes research for healthcare businesses and employees.



U.S. Bureau of Labor of Statistics [Occupational Handbook](#)

Information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of occupations. Include dynamic search engine to locate occupational job summary, education, a pay information.

Education and Training Options



[Washington State Library](#)

Resource library of online education and training opportunities to upskill or reskill.



[Northstar Digital Literacy](#)

Self-directed assessment and learning tool that covers a variety of technology to improve skills on a number of common computer topics.

Business Resource Tool Kit



Google now provides online professional job training from job specific skills to certificate programs. Earn credential in high-growth fields from Cybersecurity, data analytics, project management, and IT support.



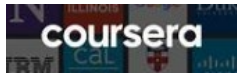
[GCF Global](#)

For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century by offering self-paced online courses. E-Learning, career Coaching, and stackable credentials.



[Olympics & Rainier Region Goodwill](#)

Offering vocational school training and education, as well as programs and career support services. Includes financial education, digital skills, General Education Diploma (GED), and career readiness education and development.



[Coursera](#)

Over 7,000 online courses to learn project specific skills, program certificates, or flexible learning options.



[LinkedIn Learning](#)

Online educational platform that offers a wide range of video courses taught by industry experts. Features over 16,000 courses. Local WorkSource and Libraries offer licenses at no cost.



[Express Pros Express Learn](#)

Educational program featuring a variety of flexible courses in high-demand fields. Completely free for Express Associate, follow link for more information.



[The Open University](#)

Offering a wide range of courses and qualification sin various subjects, from undergraduate to postgraduate level. Based out of the U.K., Open University distance learning options globally.



[Udemy Online Courses](#)

Online learning platform that offers over 130,000 individual online courses and can be a great option if you're interest in a one-off course in a specific subject or skill set. Offers both paid and free courses.



[Alison](#)

Free online courses with certificates and diplomas for in-demand fields.

Business Resource Tool Kit

Many Major Universities offer free online classes – examples:

Harvard University <https://pll.harvard.edu/catalog/free>

Stanford University <https://online.stanford.edu/free-courses>

Other Helpful Resources



Washington Workforce Association Business Services

Business resources to avoid workforce reductions and employee separations.
Links to Layoff Aversion Programs and list of business and employee benefits.



Kitsap Economic Development Alliance Business Resources: [Business Resources | KEDA \(kitsapeda.org\)](#)



EDC Team Jefferson [Discover Resources \(edcteamjefferson.org\)](#)



Clallam Economic Development Council [Clallam Economic Development Council - Business Support & Growth](#)



Job Accommodation Network (JAN)

JAN provides free and confidential consultation for employers of all sizes and types (e.g., private, federal, state, or local government, etc.). This consultation includes practical guidance on workplace accommodation solutions, accommodation process strategies, and the employment provisions (Title I) of the Americans with Disabilities Act (ADA) and related legislation.

Internships

Contact WDA1 ESD WIOA offers Paid Work Experiences and On-The-Job Trainings Email: OlympicWIOA@esd.wa.gov for additional assistance

[Association of Washington Business \(AWB\)](#)