

Job Hunting Tips

1. Search for nonprofit jobs on ***Opportunity 501***

The Center for Nonprofit Management publishes *Opportunity 501*, an online and print publication for nonprofit jobs in Texas. Opportunity 501 is published twice a month to provide a cost-effective method for nonprofit organizations to recruit qualified personnel and to assist individuals seeking nonprofit jobs in Texas.

Visit www.Opportunity501.org under "Job Search" to view the most current openings. Click "Search" without any other criteria selected to bring up all of the postings.

2. Search **Additional Job Posting** sites. Post Your Resume and Register job searches to be emailed to you:

www.Monster.com;
www.CareerBuilder.com;
www.hotjobs.com
www.idealist.org
<http://philanthropy.com/jobs/>
<http://www.opportunityknocks.org/>
<http://www.nonprofitjobscoop.org/>

3. Register with **Temp Agencies**

Do a Google Search for temp agencies in Dallas:

<http://www.google.com/search?hl=en&lr=&q=temp+agencies+in+dallas>

4. Go to **Job Fairs**

Do a Google Search for job fairs in Dallas:

<http://www.google.com/search?hl=en&lr=&q=job+fairs+in+dallas>

Or search the Idealist.org list:

<http://www.idealist.org/fairs>

5. **Search the Internet** in every conceivable way.

Ideas:

Research the top 100 companies or nonprofits in Texas. Many Fortune 500 companies are right here in Big D. Then, visit each individual website and search under their job postings. Coca Cola, Cadbury Schweppes, Fujitsu, The Container Store, etc.

Just look around - if you see a restaurant, store, company look up their website and see if they're hiring.

6. Use **FREE online tools** to work on Interview Skills & Improve your resume and cover letters. There are plenty out there. You may only get a little free here and a little free there, but you can piece it all together into a complete package and not have to pay to get it all in one place.

7. **Identify your passion and Volunteer:**

Determine your interest. The nonprofit sector is varied in the types of work – whether with the arts, social service, health care, associations, advocacy, service programs, religious programs, etc.; not to mention the types of jobs within each; you need to first figure out where your interests, talents and skills lie.

Volunteering is great way to figure this out. Perhaps the places you have volunteered would be good places to start and inquire within their employment opportunities or use your contacts to help you get the word out. Who you know is always important when job hunting.

Of course have an updated resume ready at all times that is geared toward your interest in nonprofit work – put down your volunteer work. If you are able to financially afford to work part-time or contract or seasonally, those are also good ways to get your foot in the door.

8. **NETWORK!!!**

Most of all remember, **it's a numbers game!** The more you put yourself (your resume) out there, the more chances you have to get in front of someone, the more chances you have to get a job. The competition can be stiff and often it's who you know, but the important thing to remember is to not get discouraged and keep trying new and different things. If you keep doing the same thing and it isn't working, try something different.

9. Be yourself, be honest, be enthusiastic and if you are interested in a job, show it by doing your research on the agency and the programs.