

## COCS - Information & Referral Services

**Agency/ Organization:** New Choices /New Options Program

**Program/ Programs:** Free career development workshop. Participants will: ▪ gain skills in order to obtain meaningful employment ▪ upgrade skills in order to obtain higher paying positions ▪ take time to focus on themselves ▪ move toward defining their true potential ▪ improve their computer knowledge

**Site Address/ Addresses:** Butler County Community College, College Drive, Oak Hills, Butler, PA 16003-1203 and BC3 at Lawrence Crossing, 2849 West State Street, New Castle, PA 16101

**Mailing Address:** Butler County Community College, P.O. Box 1203, Butler, PA 16003-1203

**Executive Director:** Amy Gallagher

**Phone:** 724-287-8711 or 1-888-826-2829 **Fax:** 724-284-8506

**Extension:** 8393

**Office Hours:** 8:00AM-4:00 PM Monday-Friday

**Program(s) / Contact(s):** Karen Jack – Career Counselor

**E-Mail(s) / Phone(s) / Extension(s):** [karen.jack@bc3.edu](mailto:karen.jack@bc3.edu) / 1-888-826-2829 x8416  
[newchoices@bc3.edu](mailto:newchoices@bc3.edu) / 1-888-826-2829 x8393

**Area(s) Served:** Butler and Lawrence Counties

**Website Address:** [www.bc3.edu/communityed/choices.asp](http://www.bc3.edu/communityed/choices.asp)

**Eligibility Requirements:** All services are provided free of charge to PA residents.

**Population Served: i.e., Adults, Children, Families, and Age Groups:** Adults—See Mission Statement.

**Statement of Services:** The focus of this program is to provide career resources to guide you from where you are to where you want to be.

**Mission Statement:** To assist single parents, displaced homemakers, and individuals in transition in achieving economic self-sufficiency.

**Brief Overview of Services/ Programs:** The 60-75 hour workshops consist of employment and personality assessments, career exploration, communication skill development, goal setting lecture, guest speakers, resume and cover letter development, community resource presentations, company tours, and basic computer instruction.