

CHOOSING YOUR CAREER

A GUIDE FOR TEENS

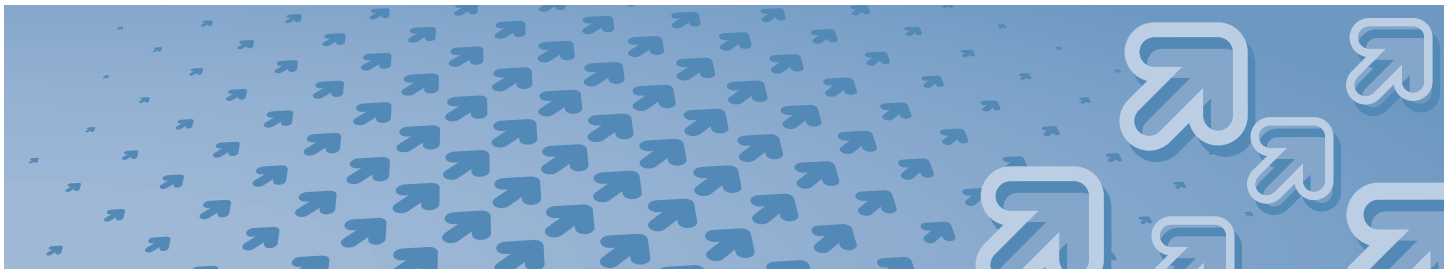
2015 UPDATE



North Shore Youth
career
Center

Find it...Get it...Keep it!

NORTH SHORE
WIB
WORKFORCE
INVESTMENT BOARD



Website Resources

Resume Writing and Career Information

www.myfuture.com/

Massachusetts Career Information System

<http://masscis.intocareers.org/>

The Bureau of Labor Statistics

www.bls.gov/k12/index.htm

Occupational Outlook Handbook

www.bls.gov/ooh/

Additional Resources

The best place to get more information on jobs and training programs is through the **North Shore Youth Career Center:**

20 Wheeler Street, Second Floor
Annex, Lynn, MA 01901

Hours: Monday-Friday
12:00 to 5:00 p.m.

Telephone: 781-691-7435

Website: nscareers.org

Facebook: www.facebook.com/pages/North-Shore-Youth-Career-Center/290803767123

Introduction

This is a Labor Market Blueprint made specifically for teens. We highlighted some of the skills and requirements that you will need to find a good job or begin a career path.

The North Shore historically has had a highly educated workforce. In addition, the North Shore region has had a high concentration of fairly stable industries. In particular, Health Care and Education Services have historically employed large numbers of North Shore residents and shown consistent employment patterns in good and bad economic times.

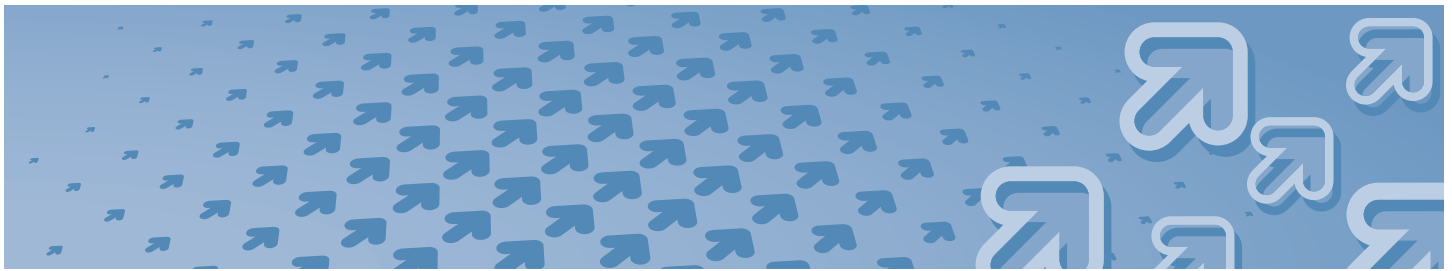
The following pages contain detailed descriptions of the critical jobs, education and skills requirements, and career growth opportunities in four industries: Health Care, Financial Services, Manufacturing, and Construction. The final page of the report contains information on the North Shore Youth Career Center and some websites you can access to get more information.

Over the past ten years, health care has assumed the number one position of overall jobs on the North Shore. The manufacturing industry has lost a large number of jobs in the region, although it is still one of the largest employers in the region. Retail and Tourism are the other two industries with the largest employment in the region.

Over the past few years, the most important change in the region has been the increasing skills and education requirements. More education equals higher pay and better opportunities for career advancement. Some skills that used to be optional, like being good at Microsoft Office applications, are now basic entry-level requirements. In some industries, good credit scores or clean criminal records may be required. The job market is very competitive for good jobs right now but it pays to have as much information as you can to compete for these jobs.



This blueprint is
here to help **you!**



Key Health Care Facts

\$24.06

Average Hourly Wage

28,006

Jobs on the North Shore

884

Businesses on the North Shore

469,185

Jobs in Massachusetts

Largest Health Care Companies on the North Shore

There are more than 1,000 Health Care businesses on the North Shore. Some of the largest include:

Hospitals

Salem Hospital, Salem
Union Hospital, Lynn
Beverly Hospital, Beverly

Nursing & Residential Care Facilities

Brooksby Village, Peabody
Seacoast Nursing & Rehabilitation, Gloucester
Bane Skilled Care, Lynn
Ledgewood Rehabilitation & Skilled Nursing Center, Beverly

Ambulatory Care

Harvard Vanguard Medical Associates, Peabody
Lynn Community Health Center, Lynn
Pediatric Health Care Associates, Peabody

Health Care

The number one employer on the North Shore is Health Care. These jobs are in hospitals, nursing homes, home health care, laboratories and doctor's offices. Health care jobs don't just mean doctors and nurses. Like to work with computers? There could be a health care job for you.

Health Care Jobs for the Future – That Means You!

What are the jobs? How can I get them?

- ▶ **Nursing** (average wage: \$34.25 per hour; 4,400 North Shore jobs): Nurses are the largest single job in health care. Associate's or Bachelor's degree. CNA prior to going to nursing school or while in nursing school can be very helpful.
- ▶ **Certified Nursing Assistant** (average wage \$14.40 per hour; over 2,300 North Shore jobs): Good entry-level job. 75-hour training program to enter. CNA's dress, clean, and feed patients and help nurses meet patients' needs.
- ▶ **Medical Assistant** (average wage: \$16.45 per hour; 700 North Shore jobs): Take medical histories, record vital signs, process records, and collect and prepare laboratory specimens in doctors' offices.
- ▶ **Health Information Technology** (average wage: \$17.82 per hour; 240 North Shore jobs): Health care requires sophisticated computer systems to track patient care and get reimbursements. Background in both health care and computers.

Career Ladders & Advancement Opportunities

One of the great things about health care is that you can work your way up. More education, training and experience = more money! Here are a few examples:

- ▶ Certified Nursing Assistant ▶ Licensed Practical Nurse ▶ Registered Nurse
- ▶ Certified Nursing Assistant ▶ Medical Technician ▶ Medical Technologist
- ▶ Certified Nursing Assistant ▶ Receptionist ▶ Medical Records Clerk
- ▶ Medical Assistant ▶ Medical Technician ▶ Medical Technologist
- ▶ Medical Assistant ▶ Radiological Technician

These are just some of the examples of where you can go in the health care field. There are many more options so do your research to find what you like best.

What You Will Need

- ☑ A high school diploma with lots of math and science. Good overall academic record, college a must.
- ☑ Good reading, writing, and listening skills.
- ☑ Comfortable working with people and caring for them.
- ☑ It will be difficult to get hired in this field if you have a criminal record or if you do not pass a drug test.

Key Financial Services Facts

\$41.20

Average Hourly Wage

5,487

Jobs on the North Shore

502

Businesses on the North Shore

165,728

Jobs in Massachusetts

Financial Services Companies on the North Shore

Eastern Bank, Lynn

Salem Five Bank, Salem

North Shore Bank, Peabody

Metro Credit Union, Peabody

Beverly Bank, Beverly

Note:

Banks often have many branches across the North Shore so the total number of jobs may actually be higher than listed here.

Look for bank branches in your neighborhood!

Financial Services

Over 5,500 people work in the Financial Services on the North Shore. Banks have been increasing the number of branches throughout the North Shore, increasing the demand for tellers and assistant managers. If you like to work with people, if you are detail oriented, and have good sales ability, a career in the financial services industry may be for you!

Financial Services Jobs for the Future – That Means You!

What are the jobs? How can I get them?

► **Teller** (average wage: \$13.72 per hour; 510 North Shore jobs): The largest single job in the financial services industry. GED or high school diploma, some college experience helpful. Most important is good math and customer service skills.

► **Bookkeeping, Accounting, and Auditing Clerks** (average wage: \$19.71; 2,070 jobs on the North Shore): In many other industries as well. Strong math skills and cash handling experience, as well as a clean credit report.

► **Accountants and Auditors** (average wage: \$31.85; 1,110 jobs on the North Shore): Essential to the efficient operation of an organization. They ensure that financial records are accurate and taxes are paid. Math skills and a college degree are required.

Career Ladders & Advancement Opportunities

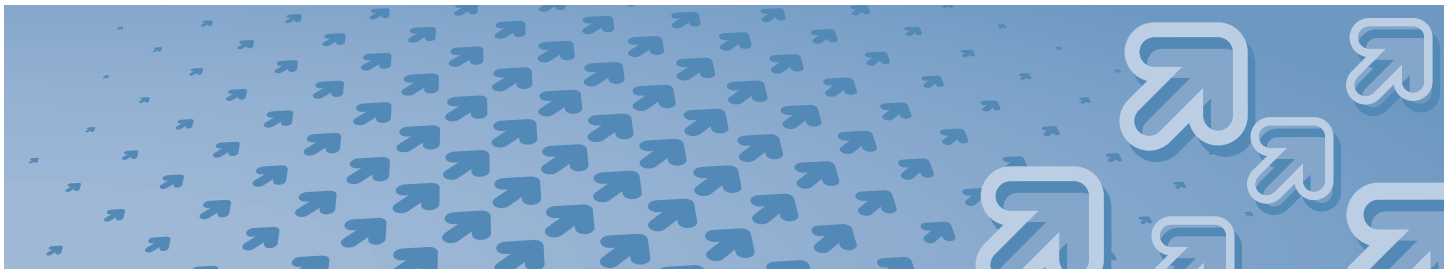
Here are some of the potential career pathways in financial services:

- Teller ► Senior Teller ► Teller Manager ► Assistant Branch Manager
- Teller ► Customer Service Representative ► Sales
- Teller ► Operations Clerk ► Analyst
- Bookkeeping, Accounting, and Auditing Clerks ► Accountants and Auditors ► Certified Public Account (CPA)

“Our Bank President started out as a teller twenty years ago.”

What You Will Need

- ☑ A high school diploma is required, some college helpful.
- ☑ Good reading, writing, and listening skills.
- ☑ Good credit.
- ☑ Sales is a big part of almost every job in financial services.



Key Manufacturing Facts

\$40.45

Average Hourly Wage

16,390

Jobs on the North Shore

456

Businesses on the North Shore

250,615

Jobs in Massachusetts

Manufacturing Companies on the North Shore

There are over 400 manufacturing companies on the North Shore. These companies offer phenomenal opportunities for people interested in making products such as aircraft engines, computers, pharmaceuticals, and medical devices. Some of the largest manufactures on the North Shore include:

GE Aviation, Lynn
Varian Semiconductor
Equipment, Gloucester
Analogic, Peabody
Osram Sylvania, Danvers

Manufacturing

The manufacturing industry is one of the four largest employers in the North Shore region. Manufacturing also pays strong wage rates. The average wage in manufacturing is nearly 50% higher than average wage rate for all businesses.

Manufacturing Jobs for the Future – That Means You!

What are the jobs? How can I get them?

- ▶ **Team Assembler** (average wage: \$12.41; 1,820 North Shore jobs): A high school degree, mechanical ability, and using hand tools and electrical equipment for entry-level positions.
- ▶ **Machinists** (average wage: \$26.58; 770 North Shore jobs): Foundation of the manufacturing industry. Strong mathematical knowledge, mechanical aptitude, computer skills, and specialized training are important.
- ▶ **Electrical and Electronic Engineering Technicians** (average wage: \$28.34; 180 North Shore jobs): Associate's degrees, particularly in Electrical Engineering. Demonstrated skills, acquired on the job or through an internship, in testing and maintaining electronic, mechanical, and/or optic equipment. Specialized knowledge required in some positions.

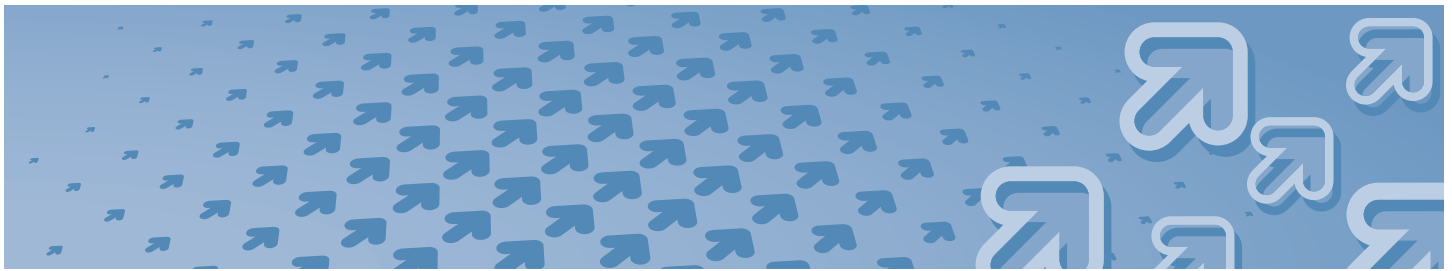
Career Ladders & Advancement Opportunities

In manufacturing, advancement opportunities are determined by experience and increasing your ability to perform complicated tasks. Skill and education requirements are increasing all the time and you will always need to be learning in order to keep up. Many advancement opportunities will require an Associate's degree from a community college in the future. Some of the career pathways include:

- ▶ Assembler 1 ▶ Assembler 2 ▶ Assembler 3 ▶ Machine Operator (involves more electromechanical assembly and precision work)
- ▶ Assembler ▶ Technician ▶ Senior Technician ▶ Engineer
- ▶ Assembler ▶ Machine Operator ▶ Lead/Foreman ▶ Supervisor
- ▶ Technician ▶ Senior Technician ▶ Engineer
- ▶ Assembly Technician ▶ Senior Technician ▶ Senior Mechanical Technician or Electrical Technician
- ▶ Technician ▶ Senior Technician ▶ Supervisor

What You Will Need

- ☑ A high school diploma or GED, some college or an Associate's degree is often required. As always, more education means better jobs and higher pay.
- ☑ Basic math skills such as algebra, geometry, and trigonometry. Computer literacy in Microsoft Office and Microsoft Project.



Key Construction Facts

\$30.00

Average Hourly Wage

6,306

Jobs on the North Shore

1,083

Businesses on the North Shore

133,705

Jobs in Massachusetts

Construction Companies on the North Shore

Cranney Companies, Danvers

JM Electrical Company, Topsfield

Robert W Irvine and Sons, Lynn

Note:

Many of the jobs in construction are union jobs. Check out local unions for both apprenticeship training programs and hiring options.

Division of Apprentice Training Site

www.mass.gov/dat

Construction

There are good job opportunities in the construction industry. Most jobs in construction do not require a bachelor's degree. You can get into construction jobs through a combination of education and hands-on job experience. Trade knowledge is gained through a combination of trade schools, apprenticeship training, licensure, and on-the-job experience. One of the real job benefits in the construction industry is the well-defined career advancement options. If you like to work with your hands, have decent math skills and a strong work ethic, a career in construction may be for you!

Construction Jobs for the Future – That Means You!

What are the jobs? How can I get them?

► **Construction Laborers** (average wage: \$18.05; 1,020 North Shore jobs): A high school diploma or GED is generally preferred. Common sense, physical fitness, a strong work ethic, and physical strength, read blueprints, set up lasers for pipe laying, or do clean-up work with lead, asbestos, or other hazardous materials. High school diploma and strong math and reading skills to enter apprenticeship programs.

► **Electricians** (average wage: \$34.74; 610 North Shore jobs): A high school degree or GED, strong math and reading aptitude. Read and execute blueprints and plans, use hand and power tools, and understand electrical theory, circuitry, and National Electrical Code, green and clean energy systems are becoming more common.

► **Carpenters** (average wage: \$21.87; 660 North Shore jobs): Four-year apprenticeship and pass union-administered examination (including English aptitude). Green training elements as well.

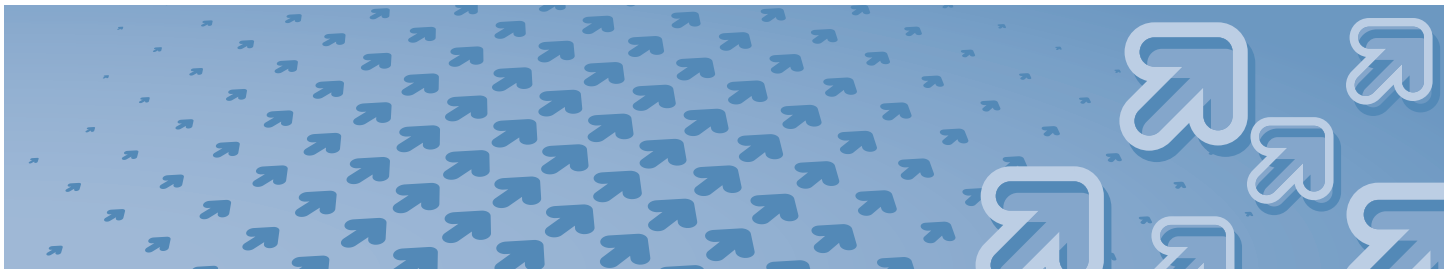
Career Ladders & Advancement Opportunities

Career growth in the construction industry is based on meeting criteria that include education, demonstration of skills, and gaining a certain number of hours of experience in the field. Most jobs have very clearly defined criteria to advance from the entry level to the highest levels as your experience and capabilities grow.

- Apprentice Laborer ► Journeyman Carpenter, Cement Mason, Environmental Remediation Worker
- Apprentice Electrician ► Journeyman Electrician ► Master Electrician
- Apprentice Carpenter ► Journeyman Carpenter ► Carpenter Foreman

What You Will Need

- ☒ A high school diploma or GED.
- ☒ Math, reading, and writing.
- ☒ Demonstrate hard work on the job.



Key Life Sciences Facts

\$50.39

Average Hourly Wage

4,073

Jobs on the North Shore

114

Businesses on the North Shore

104,003

Jobs in Massachusetts

Life Sciences Companies on the North Shore

Abiomed

New England Bio Labs

Cell Signaling

Sage Science

Thermo Fisher

Hamilton Thorne

Key IT Facts

\$47.82

Average Hourly Wage

5,635

Jobs on the North Shore

342

Businesses on the North Shore

186,403

Jobs in Massachusetts

IT Companies on the North Shore

Digital Bungalow

Amtex

EBSCO

Life Sciences and Information Technology

Two Growing Industries on the North Shore

Life Sciences includes companies that make medical devices like heart valves, artificial knees, and surgery supplies, as well as companies that develop and sell new drugs. Both of these types of life science companies require high levels of education. Information Technology (IT) includes companies that work with computers and telecommunications equipment to store, retrieve, transmit and manipulate data, often in the context of a business or other enterprise.

There is a vast diversity of jobs in the life sciences industry on the North Shore. Occupations range from Ph.D. level scientists and people with bachelor's and master's degrees working as bench scientists and technicians to a myriad of support level personnel. There are also many engineers and engineering technicians. There are also some jobs such as Testers, Quality Assurance Technicians, and Inspectors that may not require a college degree, but even these jobs require education beyond high school and industry experience.

There is a job demand in IT for people with advanced computer skills. These skills range from developing software and mobile applications to developing webpages to managing database architecture. You will need an understanding of a programming language or an advanced proficiency in specialized software. With IT skills, you can work in nearly any industry or as a consultant, either way you will find many options available.

The most important thing to know about Life Sciences and IT is that you will need to have lots of education to get in. Even though you will need to put in a lot of effort, the rewards of these industries will be satisfying careers with bright futures.

What You Will Need

- ☒ High school math and sciences.
- ☒ Community college, and eventually at least a Bachelor's degree.



Choose Your Career!