

Mineral County Economic Development Authority is a 501-c-3 private non-profit corporation. We operate on donations, which are gratefully accepted and tax deductible, grants from the state and the county.

Our hours are 7 am to 5 pm M-T

We offer workshops for:

- ❖ **Business Development**
- ❖ **Business Planning**
- ❖ **Selling on E-bay**
- ❖ **How to Sell to the Government**
- ❖ **Beginning computer**
- ❖ **Training As Requested**
- ❖ **Nx Level training**
- ❖ **Workforce Training**
- ❖ **Business Incubator open space available**

**P O Box 1635
Hawthorne, NV 89415
775 945 5896**

1-877-736-LAKE

www.mineralcountynevada.com

Business Counseling Sessions can be scheduled by calling 945 5896

**Office Hours 7 AM – 5 PM
Monday through Thursday**

**MCEDA
901 E Street/Sierra Way
Hawthorne, Nevada 89415**



**Mineral County
One Stop Center
Located at 901 E Street
Hours: 7 am to 5 pm Mon-Thur**

Call for an appointment

Employer Services:

- Employers Services**
 - Recruit with Employer provided applications
 - Coordinate and Promote Job Fairs
 - Job Posting
 - Employee Referrals
 - Agency Referrals
 - Work readiness workshops
 - GED facilitation and referrals

- Employee Services**
 - Resume Assistance
 - Instruct and Counsel on Etiquette for Job Searches
 - Agency Referrals
 - Basic Computer Training
 - Advanced Typing Courses
 - Assistance finding training for improving Job skills

- Resource Center**
 - Computers for Job Searches
 - Resume Preparation and printing
 - Computer, Fax, Printer and Copier for job searches
 - On site computer training via internet
 - GED referral and preparation tools
 - Computers for developing business plans**
 - Computers for developing websites **

Menu of Job-Seeker Services

- Resource Center**
 - Use computer, printer, fax, phone and copier for job search
 - Resume preparation assistance
 - Job search assistance and labor market information
- Computer Training ***
 - Onsite computer training- limited programs
 - Training through outside vendors
- Occupational Training ***
 - Academic, vocational and on-the-job training
 - Coordination with the State Incentive Programs
- Workshops ***
 - Work readiness/life skills
 - Interviews, resumes and self-marketing
 - Computer basics

Community Assistance

Small Business Counseling In Partnership with Small Business Development Centers

- Assistance with business plans**
- Assistance with beginning website development**
- Assistance with marketing plans**
- Business Development and Expansion planning**

Nevada Microenterprise

- Loans under \$35,000 for start ups
- Entrepreneurship training

Economic Development

- Local state and federal Government liaison
- Site Selection and location
- Planning Assistance
- Office Space
- Nevada Incentives/Mineral County
- Business Incubator (coming in 2007)
- Assistance with licensing agencies
- Public Relations with local and state area

Networking for Professionals and Managers *

- Training, guidance, meetings to develop joint projects
- Liaison business to business
- Coordination of mixers to get acquainted

GED Preparation *

- Online preparation
- Classroom instruction and referral To educational providers

** All services may not be available at this location; eligibility Requirements may apply*

*** Remember: We are a resource; we do not write your plans or build your websites*

Nevadaworks Affiliate

**MINERAL COUNTY ECONOMIC
DEVELOPMENT AUTHORITY**

**901 E Street
Hawthorne, Nevada
775 945 5896**

Board Members

**Rob Schleef – President
Bob Chambers - Vice President**

**Nancy Black
Jean Peterson
Mike Bahn**

**Darrell Green
Jean Nicholich
Ron Souza**

**Shelley Hartmann Executive Director
Kris Waldon, Office manager
Candace Bennett, Business Development**

