

CHAPTER 5

The Washington Area Private/Non-Private Services

Growth Areas

According to a recent Bureau of Labor Statistics survey, the occupations showing the greatest projected growth between 1998 and 2008 are the following:

	<u>1998</u>	<u>2008</u>	<u>Number</u>	<u>Percent</u>
Computer engineers	299	622	323	108
Computer support specialists	429	869	439	102
Systems analysts	617	1,194	577	94
Desktop publishing	26	44	19	73
Paralegals	136	220	84	62
Personal care and home health	746	1,179	433	58
Medical assistants	252	398	146	58
Social and human services	268	410	141	53

(For the latest BLS statistics, see www.bls.gov on the Internet.)

According to career counselor, Pat Haskel, among the most common Washington area jobs are advertising (especially Internet related), arts and entertainment, child care, technical writing, editing, management coaching, banking, health care (especially elder care and HMO administration) hospitality, human resources, sales and social work.

In addition to the Federal Government, the Washington metropolitan area offers a wide variety of employment opportunities in the private and non-profit sectors. In the current job market, the most employable people have skills in computers, budget and financial management, and training development. (For information on picking up new employment skills, see Chapter 2, **The Employment Action Plan**.)

Finding the Employers

Chapter 4, **Job-Search Techniques**, offers general information on finding where the jobs are. It is important to know who are the major employers in the area. An excellent source of employers who are interested in Foreign Service spouses is the FLO Washington Area Jobs Network. See Chapter 1, **Introduction**, and Chapter 4, **Job-Search Techniques**, for more information about this publication.

Most Valuable Job Skills

- Computer literacy—at a minimum, knowing a word processing program and a spreadsheet program. The more software programs you know, the more employable you will be.
- Budget and financial management—most management positions in the Washington area require dealing with budgets and fiscal policy.
- Training development – the training field continues to grow. See Chapter 8, **Portable Careers and Skills**, for information about this career.

The Public Library

The Washington area public libraries are a primary source for information about private companies and non-profit organizations. Look in the library for the following publications:

- *The Dun & Bradstreet Million Dollar Directory* **www.dnb.com**
- *Moody's Complete Corporate Index* **www.moody.com**
- Standard and Poor's *Register of Corporations, Directors, and Executives* **www.standardpoor.com**
- *The Thomas Register of American Manufacturers* and the *Thomas Register Catalog File* **www.thomasregister.com**

Useful Publications

The *Washington Post* publishes a special edition called The Post 200, listing the top 100 local companies, the largest financial institutions, the largest companies in Maryland, and the largest companies in Virginia. An interactive, fully searchable version of the Post 200 can be found on the Post's web site: **www.washingtonpost.com**. The Post 200 also can be picked up at the information desk of The Washington Post, 1150 - 15th Street NW, Washington, DC 20005.

Washingtonian Magazine annually publishes an issue focusing on job-hunting.

Newspaper Classified Ads. A good way to find out which companies are hiring is to look through all sections of the newspaper "help wanted" ads and note the names of the companies even if they are not advertising a job you could fill. In addition to the two metropolitan dailies, *The Washington Post* and *The Washington Times*, check out the suburban and community newspapers in your area.

Economic Development Offices. County development offices list all the businesses in their jurisdictions. Look in the telephone blue pages under the appropriate jurisdiction for “economic development.”

Chambers of Commerce. The Greater Washington Board of Trade has a membership directory on their web site (www.bot.org) where you can search for companies by occupational field. Many local area Chambers of Commerce issue membership lists. Contact the Chamber in the area in which you wish to work. See Chapter 13, **Resources and Bibliography**, for a list of local Chambers of Commerce.

Job Hotlines. Most government jurisdictions also have automated job banks. See the local telephone directory “Blue Pages” for the appropriate jurisdiction.

Employment Opportunities

The Greater Washington area offers unique employment opportunities for those with skills honed in the Foreign Service. Such fields as Professional Association Management, Cultural Institutions, the Environment, Food Service and Hospitality, International Organizations, Political Parties, Public Interest/Non-Profit Groups, and Research and Development provide interesting and satisfying careers.

Professional Association Management

The greater Washington area has thousands of professional associations both big and small – ranging from the National Education Association to the National Sunbathing Association; from the National Rifle Association to the Association of Asphalt Roofing Contractors. The main fields of work (administration, finance, membership service, convention/meeting planning, training, government relations, information services, and publications) use many of the skills acquired in the Foreign Service.

For information on using a professional association in your field as part of your job-search, see Chapter 4, **Job-Search Techniques**.

There are even two professional associations for those in association management: the American Society of Association Executives and the Greater Washington Society of Association Executives. The latter association offers a career counseling program for its members. Complete citations for the associations discussed in this chapter can be found in Chapter 13, **Resources and Bibliography**.

Association Trends Newsweekly is a newspaper directed toward association managers, CEOs, and public relations personnel. It is available by subscription only but they will send a free copy if you contact them.

For information about individual professional associations, check the following resources in your public library:

- The *Encyclopedia of Associations* (also available on CD-ROM in the State Department Library)
- The *National Trade and Professional Association Directory*

The Women's Center in Vienna, Virginia and the Commission for Women, Counseling and Career Center in Rockville, Maryland, periodically offer workshops on professional association management. See Chapter 13, Resources and Bibliography, for addresses and telephone numbers.

Cultural Institutions

Washington abounds in museums, art galleries, musical organizations, and theaters. The Smithsonian Institute, art galleries, smaller museums, and historical properties hire artists, textile experts, woodworkers, and designers. Information about these fields can be found from the American Association of Museums and National Assembly of State Art Agencies.

The Women's Center in Vienna, Virginia, periodically offers a workshop, "Careers in the Arts."

The Environment

The U.S. Government allocations for environmental expenditures has created a demand for those interested in environmental work. Although most environmental careers are technical in nature (engineering and science degrees), there are positions in program management, policy and regulatory analysis, communications, and information management.

Professional associations in the environmental sector include the Institute of Clean Air Professionals and the National Association for Environmental Management.

Food Service

The food service industry is a growing field with tremendous potential. Restaurants, grocery chains, bakeries, and soft drink bottlers all have positions. The many hospitals in the Washington area offer opportunities such as dietitian, food service supervisors, diet technicians, diet aides, chefs, food purchasing agents.

Professional associations include the following:

- District of Columbia Dietetic Association
- National Food Brokers Association
- National Food Processors Association
- Washington DC Restaurant and Beverage Association
- Washington DC Retail Liquor Dealers Association

Hospitality

The hospitality industry, which includes hotels, motels, restaurants, and airlines are among the largest employers in the area. Most hotels train the people they hire for entry level and line jobs (wait staff, bartenders, and front desk personnel) and tend to promote from within. Local community colleges offer courses in hospitality management. Professional associations for this industry include the following:

- American Hotel and Motel Association
- Association of Meeting Professionals
- Hotel Association of Washington
- Hotel Sales Marketing Association International
- National Restaurant Association
- Restaurant Association of Metropolitan Washington

International Organizations

Many international organizations have offices in the Washington area. See the *Yearbook of International Organizations* (found in the public library) for descriptions. Check the local telephone directory for current addresses and telephone numbers.

- Inter-American Development Bank www.ladb.org
- Inter-American Foundation www.iaf.gov
- International Bank for Reconstruction and Development www.worldbank.org
- International Monetary Fund www.imb.org
- National Association of the Partners of the Americas www.partners.net
- Organization of American States www.oas.org
- Organization for Economic Cooperation and Development www.oecdwash.org
- Pan American Health Organization www.paho.org
- Project Hope www.projhope.org
- UN Development Programme www.undp.org
- World Health Organization www.who.intl/home/whatsnew.html

Political Opportunities

Washington, D.C., as the political capital of the United States, offers many employment opportunities for those of any political party. Many of the organizations listed below produce employment bulletins, and/or maintain job banks and resume banks. Check the local telephone directory for current addresses and telephone numbers or the following web site: www.utexas.edu/lbj/osap on the Internet.

- U.S. Senate www.senate.gov
 Democratic Policy Committee
 Democratic Study Group
 Democratic Senatorial Campaign Committee
 National Republican Senatorial Committee
 Republican Conference Committee
 Republican Policy Committee
 Senate Placement Office
- U.S. House www.house.gov
 Congressional Black Caucus
 Democratic Congressional Campaign Committee
 House Legislative Assistant Association
 House Placement Office
 House Republican Study Committee
 National Republican Congressional Committee
 Republican Conference Committee
- Capitol Hill Women’s Political Caucus
- Congressional Budget Office www.cbo.gov
- Congressional Research Service <http://lcweb.loc.gov/crsinfo>
- Democratic National Committee www.democrats.org
- Office of Technology Assessment www.ota.nap.edu
- Republican National Committee www.rnc.org

**Public Interest/
 Non-Profit
 Opportunities**

The chance to make a difference by working in the public interest/non-profit sector appeals to many Foreign Service family members. “Think Tanks,” usually defined as the non-profit equivalent of commercial research and development companies, are widespread in the Washington area. For listings of the various types of think tanks, see the *Research Centers Directory*, published by Gale Research, Detroit, MI and available in your public library.

George Mason University has established a graduate program in non-profit management as well as a certificate program for students with non-profit backgrounds. The programs are designed for students at all levels, from recent graduates to senior executives.

The Women’s Center in Vienna, Virginia periodically offers a workshop, “Careers in Non-Profits.”

Directories listing public interest groups include the following:

- *Good Works: A Guide to Social Change Careers* (Center for Study of Responsive Law)
- *Public Interest* (National Affairs, Washington, DC)

Research and Development

The Washington area is filled with large and small firms providing research and development expertise. Many of these so-called “beltway bandits” have only government clients but others diversify into the private sector.

Associations connected with research and development include the Association for Applied Community Researchers and the Society of Research Administrators.