

News from the Economic Development Division

Cambridge Career Expo

Wednesday, October 8, 2014, 10:00 A.M. - 1:00 P.M. at IBM Innovation Center, [One Rogers Street \(Charles Park\)](#). Co-Sponsored by the City of Cambridge and the IBM Innovation Center. Free to all.

Cambridge Career Expo is an opportunity for job seekers to meet with some of the top companies in the Boston area at Cambridge's largest job fair. Employers are hiring for a wide range of positions in banking/financial services, education, health care, technology/communications, hospitality, government, human services and retail.



[For more information on the Expo, including list of participating companies follow this link.](#)

Register for the Best Retail Practices Workshop!

Wednesday, October 8, 2014, 8:30 A.M. - 10:30 A.M. at [Cambridge City Hall Annex, 344 Broadway](#), 2nd floor. Presented by the Economic Development Division. Free to all.

- Do you own a restaurant or storefront business in Cambridge?
- Interested in learning some tips and tools for your business?
- Do you want to get a **FREE, personalized in-store consultation and the opportunity to receive \$2,000 towards a grant** for your business?

Then you should attend the [Best Retail Practices](#) workshop! This workshop is mandatory for anyone eligible and interested in the Best Retail Practices in-store consultation and grant program. To register, please call Pardis Saffari at 617-349-4654 or email at psaffari@cambridgema.gov.

Upcoming Workshops**Facebook Fast Start**

Tuesday, October 14, 2014, 6:00 P.M. - 8:00 P.M. at

Quick Links

[Economic Development Division](#)

[Check out the Storefront Improvement Program!](#)

Upcoming Events

[East Cambridge Rib Fest](#)
- Sunday October 5, 2014

[Harvard Square Oktoberfest](#) - Sunday, October 12, 2014

[Head of the Charles](#) - October 18 -19, 2014

[Massachusetts Department of Revenue Small Business Tax Workshop](#) - Tuesday, October 21, 2014

Follow CDD!

[Cambridge City Hall Annex, 344 Broadway](#). Free to all Cambridge residents and business owners. *Presented by the Center for Women and Enterprise.*

Did you know? 71% of Internet users are on Facebook. Social Media is a key piece of business owners' marketing arsenal. This hands-on workshop will give participants a solid understanding of Facebook and how to position themselves and their business. Participants will learn FB applications that every business should be using, how to effectively use and understand your profile, home page, groups, fan pages, business pages, and events; and more!



Business Finance and Accounting Basics

Monday, October 20 2014, 10:00 A.M. - 12:00 P.M. at [Cambridge Public Library - Main Branch, 449 Broadway](#), L2 Community Room. Free to all. *Presented by the Massachusetts Small Business Development Center.*

This workshop will cover a number of basics that every entrepreneur should know - including record-keeping, tax considerations, financial statements, accounting software, and strategies for keeping it all together. [Register online for this workshop here.](#)

Restaurant Start Up Assistance

Monday, October 27, 2014 6:00 P.M. - 7:00 P.M. at [Cambridge City Hall Annex, 344 Broadway, 2nd floor](#). Free to all. *Presented by the City of Cambridge.*

Thinking about opening a restaurant? Learn about the steps to starting a food service business from city departments.

QuickBooks Boot Camp

Tuesday, October 28, 2014, 9:00 A.M. - 4:00 P.M., [Cambridge City Hall Annex, 344 Broadway, 2nd floor](#). Free to all Cambridge residents and business owners. *Presented by the Center for Women and Enterprise.*

This intensive, one-day course will cover how to set up and maintain a financial and bookkeeping system using QuickBooks. This workshop will also cover how to enter data from non-QuickBooks point of sales systems, enter and pay bills, run and understand basic financial decisions. Computers will be provided to first ten participants, but others are encouraged to bring their own computers, with QuickBooks software.

Choosing Your Legal Entity

Wednesday, October 29, 2014, 6:00 P.M. - 7:30 P.M., [Cambridge City Hall Annex, 344 Broadway](#). Free to all. Presented by Jessica Manganello of New Leaf Legal.

Attend this workshop to learn about the advantages and disadvantages of various business structures (sole proprietorship, partnership, LLC, etc.) and to be able to get your legal questions answered by a legal advisor.

Cambridge Local First Presents: Business Succession

Wednesday, October 15, 2014, 9:00 A.M. - 12:00 P.M.,
Cambridge Trust Company, 1336 Massachusetts Ave,
Cambridge. Tickets are \$30 for the public and \$20 for members
of Cambridge Local First. *Sponsored by Cambridge Local First.*
Many owner-managed businesses find themselves without
obvious family or employee succession candidates. How can
owners receive a fair price for their business while doing their
best to assure continued success and the preservation of
customer, employee, and partner relationships? This presentation
will discuss questions to ask and strategies to employee to
accomplish these multiple objectives.

To RSVP, please contact info@cambridgelocalfirst.org.

All the above City sponsored workshops are free to Cambridge
residents and business owners only. Some workshops may
require a fee for non-Cambridge businesses/residents.

For more information on these workshops, [please check out our website](#) or call Rona Abrahams at 617-349-4637 or via email at rabrahams@cambridgema.gov or Pardis Saffari at 617-349-4654 or via email at psaffari@cambridgema.gov. Pre-registration is highly encouraged.
