

# Administrative Assistant Career Training

BECOME NATIONALLY CERTIFIED IN ADMINISTRATIVE SKILLS, RECEIVE JOB PLACEMENT ASSISTANCE FOR FREE, AND RECEIVE PAID STIPEND!

Increase your value to potential employers and start earning more than minimum wage by attending Humanim's Administrative Assistant Career Training program. Training leads to national certification as a Microsoft Office Specialist and Front Office Admin Assistant.

You will also receive a [paid stipend](#), job placement assistance and the potential to work with one of the following employers:

- ▶ Johns Hopkins Health System
- ▶ Johns Hopkins University
- ▶ Towson University
- ▶ University of MD Medical System
- ▶ Mercy Medical Center
- ▶ Notre Dame of MD University
- ▶ University of Maryland Faculty Physicians, Inc.
- ▶ University of MD Baltimore
- ▶ Morgan State University
- ▶ Loyola University Maryland

## Eligibility

- ▶ Baltimore City resident
- ▶ Required age 18–24
- ▶ High school diploma/GED
- ▶ Recent 2020 Baltimore city public schools graduates ages 18-21 who are not planning to enter college full-time within the next year
- ▶ Must have strong basic computer skills with experience in Microsoft Word and Excel
- ▶ Ability to pass drug test and background check
- ▶ 10<sup>th</sup> grade reading and 8<sup>th</sup> grade math level (TABE assessment required)
- ▶ Previous clerical or administrative experience is a plus!



*This program is sponsored by the Mayor's Office of Employment Development, the Baltimore Workforce Development Board and multiple workforce partners. Humanim's WIOA Admin program is 100% funded by the U.S. Department of Labor for professional workforce services.*

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HUMAN PURPOSE. HUMAN IMPACT.

## SCHEDULE

**DATE:** April 19, 2021 | June 18, 2021

**TIME:** Monday | Friday, 9am–3pm

## MORE INFO

Attend an information/ assessment session!

To attend, RSVP at [www.adminjobs.eventbrite.com](http://www.adminjobs.eventbrite.com)

Feb - 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26

March - 1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 26, 29, 31

April - 2, 5, 7, 9

## CONTACT

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