



55+ Administrative Assistant Career Training

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

Increase your value to potential employers and start earning more than minimum wage by attending Humanim's Administrative Assistant Career Training. Training will provide advanced computer skills, professional administrative training, and will lead to a national certification as a Front Office Administrative Assistant.

You will also receive job placement assistance. Our employers include Towson University, Johns Hopkins Health System, and many more!

Eligibility

- ▶ Must be Baltimore City or County resident and US citizen
- ▶ Must be UNEMPLOYED at the time of enrollment
- ▶ Must be at least 55-65 years of age
- ▶ High school diploma/GED; College degree preferred
- ▶ Prior Administrative Support or Clerical experience required
- ▶ Basic computer skills required; Experience with Microsoft Word, Excel, Outlook
- ▶ Ability to pass drug test and background check
- ▶ Ability to pass written, reading and Microsoft Word skills assessment

SCHEDULE

DATE: January 11th - March 29th, 2021

TIME: Monday - Friday, 9am to 3pm

LOCATION

THE BALTIMORE COUNTY CAREER CENTER AT LIBERTY

3637 Offutt Road Randallstown, MD 21133

MORE INFO

Attend an information and assessment session at the Baltimore County Career Center at Liberty Center. Learn more & Register to attend at

bit.ly/humanim-55-admin-training

LIBERTY CENTER | 10AM-12PM & 1PM-3PM

October 15, 20, 22, 27, 30

November 2, 4, 6, 10, 12, 17, 19

December 1, 3, 8, 10, 17, 22, 29, 30

CONTACT

PHONE: 410.381.7171

EMAIL: career-training@humanim.org



AmericanJobCenter

The Baltimore County American Job Centers provide equal opportunity and access to all of its services, resources and programs. Auxiliary aids and services are available to individuals with a disability and/or those needing language interpreter services with advanced request. TTY users call via the Maryland Voice Relay Service at 711

HUMANIM
HUMAN PURPOSE. HUMAN IMPACT.



1701 N GAY ST. | BALTIMORE, MD 21213