Join Humanim's Award Winning

Administrative Assistant Career Training!

Humanim's Administrative Assistant Career Training program offers a FREE 9-week course of instruction for Harford County residents to prepare them for careers as administrative assistants. Participants are provided soft skills and professional development training, and graduates receive two nationally-recognized certifications – the Microsoft Office Specialist certification and the Professional Administrative Certificate of Excellence.

Increase your value to potential employers and start earning more than minimum wage by attending Humanim's Award Winning Administrative Assistant Career Training program!

You will receive free job placement assistance and the potential to work with one of the following employers:

- Upper Chesapeake Medical Center
- Kaiser Permanente
- Express Employment Professionals
- And more employers to come!

SCHEDULE

DATE July 19 - September 17, 2021

TIME Monday - Friday, 9am - 3pm

LOCATION Epicenter at Aberdeen
21 Aberdeen
Shopping Plaza
Aberdeen, MD 21001

CONTACT

PHONE 410.381.7171

EMAIL career-training@humanim.org

OTHER PARTNERS INCLUDE

SWN LEAD. ADVANCE. INNOVATE.

EPICENTER AT ABERDEEN

HARFORD COMMUNITY COLLEGE

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OUR IMPACT

SUCCESSFULLY TRAINED **114** PARTICIPANTS

94% EMPLOYMENT RATE AFTER COMPLETION OF TRAINING

93% EMPLOYED BY AN ANCHOR INSTITUTION EMPLOYER PARTNER

75% EARN EMPLOYMENT WITHIN AVERAGE OF **33 DAYS** POST COMPLETION

IN 2019, **AVERAGE WAGE WAS $16.18** *(FT WITH BENEFITS)*

ELIGIBILITY

- Harford county resident living in Aberdeen, Edgewood or Havre de Grace
- Preferred age 18–35
- Unemployed or underemployed
- High school diploma or GED
- Must have strong basic computer skills with experience in Microsoft Word and Excel
- Ability to pass drug test and background check
- 10th grade reading and 8th grade math level (TABE assessment required)
- Previous clerical or administrative experience is a plus!

ARE YOU READY TO ENROLL?

Attend an information session!
To attend, RSVP at www.adminjobs.eventbrite.com

May 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, 26, 28, 31

June 2, 4, 7, 9, 11, 14, 16, 18, 21, 23, 25, 28, 30

July 2

HUMANIM
HUMAN PURPOSE. HUMAN IMPACT.

1701 N GAY ST. | BALTIMORE, MD 21213