

Imagine Your Future as an Administrative Professional!

Increase your value to potential employers and start earning more than minimum wage.

Join Humanim's Award Winning Administrative Assistant Career Training program for FREE!

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. We provide expert coaching, professional development, technical training, and two nationally recognized certifications—The Microsoft Office Specialist certification and the Professional Administrative Certification of Excellence.

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
- ▶ Freedom Federal Credit Union

OTHER PARTNERS INCLUDE



This project is funded by The Dresher Foundation and community partners.

OUR IMPACT

SUCCESSFULLY TRAINED **147** 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 2020, AVERAGE WAGE WAS **\$17.79** (FT WITH BENEFITS)

ELIGIBILITY

- ▶ Harford County resident
- ▶ Preferred age 18–45
- ▶ Unemployed or underemployed, or Admin looking to refresh skills
- ▶ 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 (assessment required)
- ▶ Previous clerical or administrative experience is a plus!

SCHEDULE

DATE March 28, 2022 - May 27, 2022

TIME Monday - Friday, 9^{am} - 3^{pm}

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

ARE YOU READY TO ENROLL?
We want to meet you! To Apply:

CONTACT

PHONE 410.381.7171

EMAIL career-training@humanim.org

WEBSITE www.humanim.org



HUMANIM
HUMAN PURPOSE. HUMAN IMPACT.