

# 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: Outlook 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:

- ▶ Coppin State University
- ▶ Faculty Physicians, Inc
- ▶ Johns Hopkins Hospital System
- ▶ Johns Hopkins University
- ▶ Loyola University
- ▶ Mercy Medical Center
- ▶ Morgan State University
- ▶ Towson University
- ▶ University of Maryland, Baltimore
- ▶ University of Maryland, Baltimore County
- ▶ University of Maryland Medical Center

## SCHEDULE

**DATES** September 12–November 11, 2022

**TIME** Monday - Friday, 9am - 3pm

**LOCATION** UMB Community Engagement Center  
16 S. Poppleton St.  
Baltimore, MD 21201

*Transportation to training a barrier?  
Case management support is available!*

## CONTACT

**PHONE** 410.381.7171

**EMAIL** [career-training@humanim.org](mailto:career-training@humanim.org)

**WEBSITE** [www.humanim.org](http://www.humanim.org)

**CASE MANAGER** Ricky Silva, 443.794.1196

## OTHER PARTNERS INCLUDE



*This project is funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.*

## OUR IMPACT

SUCCESSFULLY TRAINED **153** PARTICIPANTS

**93%** EMPLOYMENT RATE AFTER COMPLETION OF TRAINING



**92%** EMPLOYED BY AN ANCHOR INSTITUTION EMPLOYER PARTNER

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

**\$17.06** AVERAGE WAGE

(FULL-TIME WITH BENEFITS)



## ELIGIBILITY

- ▶ Westside residents strongly encouraged to apply
- ▶ Preferred age 18–40
- ▶ 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!

## ARE YOU READY TO ENROLL?

We want to meet you! To Apply:

