

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:

- ▶ Aberdeen Proving Ground Federal Credit Union
- ▶ Freedom Federal Credit Union
- ▶ Upper Chesapeake Medical Center

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

OTHER PARTNERS INCLUDE



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

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

- ▶ 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

DATES August 29–October 28, 2022

TIMES 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

CASE MANAGER

Cara Moseley, 443.203.9816

