

1 Imagine Yourself as an Administrative Professional

2 Apply for Humanim's Free, Award-Winning Administrative Assistant Career Training

Eligibility Requirements:

- ▶ Minimum High School Diploma or GED
- ▶ Preferred age 18–40
- ▶ Take an assessment (8th grade level math and 10th grade level reading required)
- ▶ Ability to pass drug test and background check

3 Participate in Nine Weeks of Instruction

Earn two nationally-recognized certifications:

- ▶ The Microsoft Office: Outlook Specialist Certification
- ▶ Professional Administrative Certification of Excellence

4 Begin Your New Career in a Job Making More Than Minimum Wage

Your future awaits! We provide support every step of the way, including job placement assistance with anchor employer partners.

Contact Case Manager Ricky Silva, 443.794.1196

WHY HUMANIM?

170 SUCCESSFULLY
TRAINED PARTICIPANTS



92%
EMPLOYMENT RATE
AFTER COMPLETION
OF TRAINING



\$18.18 AVERAGE WAGE
FULL-TIME WITH BENEFITS

Training begins at the UMB Community Engagement Center from Feb. 20–Apr. 21, 2023.
Seats are limited. Apply no later than February 10!