



1 Imagine Yourself as an Administrative Professional

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

Eligibility Requirements:

- ▶ Preferred age 18–40
- ▶ Some computer knowledge

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.

WHY HUMANIM?

170 SUCCESSFULLY TRAINED PARTICIPANTS



92%
EMPLOYMENT RATE
AFTER COMPLETION
OF TRAINING



\$18.18 AVERAGE WAGE
FULL-TIME WITH BENEFITS

Training begins March 20–May 19, 2023. **Seats are limited. Apply no later than March 10!**