



# 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
- ▶ 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.

### WHY HUMANIM?

**183** SUCCESSFULLY TRAINED PARTICIPANTS



**89%**  
EMPLOYMENT RATE  
AFTER COMPLETION  
OF TRAINING



**\$18.78** AVERAGE WAGE  
FULL-TIME WITH BENEFITS

**Training begins September 11–November 10, 2023.**  
**Seats are limited. Apply no later than September 1!**