HUMANIM
HUMAN PURPOSE. HUMAN IMPACT.

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 25–November 28, 2023.
Seats are limited. Apply no later than September 15!

📞 410.381.7171   ✉ career-training@humanim.org   🌐 Visit us at bit.ly/HumanimAACT