



## ADMIN ASSISTANT TRAINING PROGRAM

**PROGRAM STARTS**  
**JAN 23rd [ APPLY TODAY ]**

### PROGRAM REQUIREMENTS

- ✓ Participants must be 18-24 years old
- ✓ Training is at the Youth Training Center / Shirakawa Community Center on 2072 Lucretia Ave, San Jose • CA [ Bus Passes or Gas Cards Are Available ]



#### JOB TRAINING

Participants are provided 2-weeks of work readiness, as well as the 3-week Administrative Assistant training.



#### WORK EXPERIENCE

After training is completed, participants have the chance to be placed in a Admin Assistant related paid work experience opportunity.



#### ASSISTANCE

Bus passes, gas cards & interview or business clothes are available to clients . And cash rewards for each personal goal that is reached.



#### HELP FINDING WORK

A specialized job fair will be held for program graduates to help match participants with employers in a Admin Assistant related position.