

#	Agency	Training Program	Industry	Jobs Trained For	HS diploma	ESOL (SPL) Level	ESOL Instruction	Daily Schedule	Next Cycle	Eligibility	Special Features	For More information Contact:
1	Asian Amercian Civic Association	Building Energy Efficient Maintenance Skills	Facilities Maintenance	Hotel Maintenance Technician Facilities Technician Property Maintenance	Yes	4	Yes	Monday-Friday 2:30-6:30 pm	Five start dates a year in order to meet clients' needs (more information at the fair)	Legal to work in the United States, advanced ESOL, active/valid U.S. driver's license (preferred)	Job Placement Services, two year post placement support, 5 week unpaid internship, mock interviews with employer partners	<b>Thomas Nguyen</b> 87 Tyler St. 5th floor Boston, MA 02111 (617) 426-9492 x214 tnguyen@aaca-boston.org
		Careers in Banking and Finance	Finance and Banking	Bank Teller Bankers Customer Service Representative	Yes	4	Yes	Tuesday - Friday 9 am - 4 pm, 15 weeks	Three start dates a year (Testing sessions are held every Tuesday at 2pm)	Legal to work in the United States, advanced ESOL, 3-6 months cash handling experience in the United States (Preferred)	Customer Service/Sales techniques, Technical Skills, Cash Handling, Training from professionals, Mock interviews, Job Placement Services, 2 year post placement support	
2	BEST Corp Hospitality Training Center	Room Attendant Training Program	Hospitality	Hotel Housekeeping Postions	No	4	Yes	Monday-Friday 9:00 am-3:00 pm, 5 weeks	Classes begin early 2016 Information Sessions: first Monday of month at 11 am and first Wednesday of month at 6 pm	Boston resident, Flexible work availability to include days/nights/weekends and holidays, Work experience, Able to pass employer background check and drug test	2 weeks of job shadowing, mock interviews, job placement and retention services	<b>Edwin Gonzalez</b> 33 Harrison Ave, 3rd Floor Boston MA (617) 542-1177 ext 216 egonzalez@BESThtc.org
		Mel King Empowerment Program - Intro to Hospitality	Hospitality	Variety of Entry Level Hotel Positions	No	4	No	Monday-Friday Hours TBD, 5 weeks				
3	United South End Settlements	Microsoft Digital Certificate Program	Administration Customer Service Finance and Banking Healthcare Retail		Yes	4	No	Monday-Friday 9:30am-3:30pm, full time, 30 hrs/week	Next Cycle, November 16 – March 4, 2016	Legal to work in U.S, advanced ESOL, assessments completion and attendance at 90%	Coaching, Career readiness class, resume. mock interview, job placement.	<b>Leah Samura</b> 566 Columbus Ave. Boston, MA 02118 (617) 375-8196 lsamura@uses.org
		ESOL/Home Health Aide	Healthcare		No	4	Yes	Tuesday-Friday 9:15am-2:15pm	March 1 -June 30th 2016	Intermediate, non-native speakers of English, clean CORI , desire for a full-time or part time -job.	Coaching, Career readiness class, resume. mock interview, job placement	<b>Trish Gaquin</b> 566 Columbus Ave. Boston, MA 02118 (617) 375-8110 pgaquin@uses.org

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4	Career Collaborative	Get a Job! Keep a Job! Make Career Progress!	Administration, Customer Service, Finance and Banking, Healthcare, Human Services	Whatever the Participant Chooses and Is Qualified to Do	No		No	Monday - Friday 9:00-4:00 4 Weeks. Job club meets daily 10am after class finishes.	January 4, 2016. 11 Start Dates Per Year	Motivated, Legal to Work in U.S., Can Speak and Understand English	Free Job-Search Help, Referrals to Leading Employers, Two Years Career Mentoring	Mary Rae 77 Summer St., 11th Floor Boston, MA 02110 (617) 424-6616 mary@careercollaborative.org
5	Career Solution	One Stop Career Center	Multi-industry	Help with job search, career counseling, on-site employer recruitments, workshops, access to PCs.	N/A	N/A	No	First step: attend a Welcome Session	Skills Training Information Sessions are held every Tuesday from 2-4 p.m	Free and open to the public	Follow-up services during the first nine months of employment	Tracey Fitzpatrick 75 Federal Street Boston, MA 02110 (617) 399-3356 TFitzpatrick@theworkplace.org
6	JVS	Bridges to College Program	Transition to College Program	Math, English, science, help with college and financial aid applications, job readiness	Yes		No	General Studies M-TH 9-2; biotech M-TH 4-7; Bridges to College MTWTH 9-2	January 2016	Original Copy of HS Diploma or HS Equivalency or Original College Diploma/ Transcript Proof of U.S. Residency	Coaching, College Readiness class 1 day/week, engagement activities including tour of BHCC, guest speakers, Alumni engagement, career skill building events, and Cultural "Sharing" event	Joyce Lin (617) 399 - 3305 jlin@jvs-boston.org Craig Misner (617) 399-3228 cmisner@jvs-boston.org
		Caring for our Seniors: a CNA training program	Healthcare	Home Health Aide/Certified Nursing Assistant	No	5	Yes	Monday-Friday 9 am - 4:15 pm, full-time, 14 weeks	Next Cycle: January 11, 2016 Information Sessions: Every Wednesday at noon (12 pm)	Non-native English speaker, clean CORI, desire for a full-time job in health care	100 hours of ESOL classes, plus computers, customer service, geriatric education, and medical terminology, and healthcare fieldwork during clinical placement	Shereen Russell-Ahmed (617) 399-3211 SRussellAhmed@jvs-boston.org 75 Federal Street, Boston, MA 02110

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7	International Institute of Boston	Bridges to Business Program	Microenterprise	business owners, people looking to start a business	No	4	No	Available for Appointment Monday-Friday 9 am-5pm	October 1, 2015-September 30, 2016	18+ years old, legal resident of MA; immigrant, refugee, or low-income individual	Training workshops on business fundamentals; 1-on-1 business developmet appointments	<b>Natalya Minoff</b> 1 Milk Street, 4th Floor Boston, MA 02109 (617)695-9990x171 nminoff@iiboston.org <b>Prayas Neupane</b> Bridges to Business 1 Milk Street, 6th floor Boston, MA 02109 (617) 695-9990x122 pneupane@iiboston.org
		Hopitality Training Program	Hospitality	Room Attendent, Laundry Attendent, Bellperson, Doorperson, Server Assistant, Prep Cook, Steward	No	4	No	Monday-Friday 9am-1pm, 6 weeks	January 19-March 4, 2016	Immigrant or refugee, legal to work in the U.S., able to work flexible schedule	Weekly hotel tours Internship in hotel (4 full days)	
		Service Industry Training Program	Hospitality, Healthcare, Banking	Housekeeping, Bellperson, Doorperson, Dietary Aide, Patient Transport, Enviornmental Services Aide, Bank Teller	No	4	Yes	Monday-Friday 8 am-1 pm, 16 weeks	February-May, 2016 (exact dates TBD)	Boston resident, immigrant or refugee, legal to work in the US, able to work a flexible schedule	Weekly hotel, hospital, and bank tours. Lecture mini-series with industry professionals	
8	Catholic Charities, Haitian Multi-Service Center	ESOL for Human Services	Health Care	Direct Support Professionals: Entry level positions working with people with disabilities	Yes	4-6+	Yes	Monday-Thursday 9am-2:30pm	2/29/2016; Call for intake appointment	18+ years old, non-native English speaker, legal to work in the US, drivers license or permit, looking for a job, available to work	Professional trainers from partner businesses give weekly workshops on industry-specific topics; site visits to 4 agency partners, alumni professional development events 2x/year	<b>Alice Nelson</b> (617) 506-6910 alice_nelson@ccb.org <b>Pawan Haulkory</b> (617) 506-6687 pawan_haulkory@ccb.org
9	YMCA Training, Inc.	Computerized Office Skills Training Program	Finacial Services, Medical, Insurance, Health Insurance	Financial Services, Medical Office support, health insurance customer service, insurance	Yes	4	No	Monday-Friday 9-4 20 weeks	2/23/2106	High School Diploma or Ged	Interview Blitzes, 8 week internship, Career Management	<b>Margaret Williams</b> 18 Tremont Street Boston, MA 617-542-1800 xt 2728 margaretwilliams@ymcaboston.org