

# SKILLS TRAINING FAIR!



For a more comprehensive list of training providers, check out the Job Training Alliance website: <http://jobtrainingalliance.org/>

Information updated as of 5/27/15

#	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 American Civic Association	Building Energy Efficient Maintenance	Facilities Maintenance	Hotel Maintenance Technician Facilities Technician Property Maintenance	Yes	3	Yes	Monday-Friday 2:30 pm - 6:30 pm, 22 weeks	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, driver's license (preferred)	Job Placement Services, two year post placement support, 5 week unpaid internship, mock interviews with employer partners	Thomas Nguyen 87 Tyler St. 5th floor Boston, MA 02111 (617) 426-9492 x214
		Careers in Banking and Finance	Finance and Banking	Bank Teller Bankers Customer Service Representatives	Yes	3	Yes	Tuesday - Friday 9 am - 4 pm, 15 weeks	Three start dates a year (Testing sessions every Tuesday at 2pm)	Legal to work in the United States, advanced ESOL, six months cash handling experience in the United States	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	Skills Training Class	Hospitality	Room Attendant	No	4	Yes	Monday-Friday 10:00 am-3:00 pm, 6 weeks	<b>Next Cycle:</b> Late 2015 <b>Information Sessions:</b> TBD	Flexible schedule, able to work weekends/nights/holidays, Resident of Boston, MA. Eligible to work in U.S.	2 week job shadowing, job placement and retention services	Edwin Gonzalez 33 Harrison Ave, Boston MA (617) 542-1177 ext 216
3	Bunker Hill Community College	Allied Health Certificate Programs	Healthcare	Nurse Assistant Medial Assistant Patient Care Tech Phlebotomy Tech Central Processing Surgical Tech Medical Interpreting	Yes	See below	No	Schedule varies		Birth certificate, 2 proofs of residency, College Placement Test or proof of College level completion of English, Math, Reading	Specialty internships (Nursing Assistant Acute Care Internship), State Nurse Certification, Home Health Aide Certification (optional) Health Care Provider CPR Certification	Kimberly Burke 175 Hawthorne St. Chelsea, MA 02150 (617) 228-2475 kmbu9414@bhcc.mass.edu
4	Career Collaborative	Get a Job! Keep a Job! Make Career Progress!	Administration Customer Service Finance and Banking Healthcare Human Services		No	*	No	9:00 am - 4:00 pm, 4 weeks Job Club (until employed): 10:00am - 11:00am	<b>Information Session:</b> Thursdays at 1:00 pm	Legal to work in the United States, Looking for a full-time and permanent job, 25-55 years old, Speak English well enough to work in English speaking job*	2 year mentoring program to help participants retain jobs and make career progress	Mary Rae 77 Summer St., 11th Floor Boston, MA 02110 (617) 424-6616
5	CareerSolution	One Stop Career Center	Multi-industry	Help with job search assistance, career counseling, on-site employer recruitments, workshops and access to PCs.	N/A	N/A	No	First step: attend a Welcome Session	<b>Information Sessions:</b> Tuesdays 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@theworkplac e.org

6	JVS	Pre-bridges to College Program	To transition to the Bridges to College Program	English for Academic Success	Yes		Yes	Pre-Bridges to College: MWF 9-12pm Bridges to College: MTWTH 9-2pm 23 weeks	Next Cycle: July 2015	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 financial benefits after completion of program	Joyce Lin, jlin@jvs-boston.org, (617) 399-3305, Craig Misner cmisner@jvs-boston.org, (617) 399-3228
7	JVS	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: July 13th Information Sessions: Every Wednesday at noon (12 pm)	Intermediate, non-native speakers of English, clean CORI, no restrictions on ability to lift, desire for a full-time job and minimum 3 months work experience	10 weeks at JVS 3 weeks at the American Red Cross in Cambridge, 1 week is at a clinical placement in a nursing home	Shereen Russell-Ahmed 75 Federal Street. 3rd floor Boston, MA (617) 399-3211 SRussellAhmed@jvs-boston.org
8	Operation ABLE	Senior Community Service Employment Program	Multi-industry	Paid-on-the-job training (\$9 per hour) and Job search assistance	No	7th grade or higher				55 years of age or older, unemployed, resident of Essex, Middlesex, Suffolk or Worcester County, Meet federal low-income guidelines		Mary McDonald (617) 542-4180 mmcdonald@operationable.net
		ABLE Beginnings	Multi-industry	For job seekers with little or no computer skills	No		Tuesday-Friday 9-3 pm, 6 weeks (180 hours)	For Job Seekers who are 45+	To help job seekers apply on line for jobs, type resumes and cover letters and learn to prepare for interviews			
		Medical Office Training	Healthcare	Medical Office Registration or Administration	Yes		Monday-Friday, 9-3 pm, 18 weeks		6-week internship in a healthcare setting			
		Quickbooks	Finance and Banking	Accounting Bookkeeping Assistant	No		Monday, Tuesday and Wednesday 3:30-5:30 pm	Next Cycle: June 1st	Instructor-led class			
		Skills2Work	Administration	Bank Teller Administrative Assistant Office Assistant Call Center Representative Patient Representative Customer Service Representatives	Yes		Monday-Friday 9:00-3:00 pm Full Time, 12 weeks (Day extended to 5:30 pm with elective courses)	Legally able to work in the US, TABE 7th grade Reading and Math, knowledge of MS word, keyboard speed of 25-30 WPM	Elective courses: Quickbooks and Medical Terminology Simulated work based project activities 6 week internship			
9	YMCA Training Inc.	Computerized Administrative Support Training	Administration Finance and Insurance Medical Office Health Insurance	Bank Operations Bank Teller Administrative Assistant Office Assistant Insurance CSR Patient Registration Customer Service Representatives	Yes	5	No (weekly pronunciation)	Monday-Friday 9:00 am - 4:00 pm, full-time, 20 weeks	Next Cycle: 8/18/15 – 1/8/16 11/17/16 – 4/8/16	Legal to work in the United States, advanced ESOL, excellent attendance required	2 month internships, office environment, simulated business, live practice call center, volunteer mentors for job	Margaret Williams 18 Tremont St. Suite 400 Boston, MA (617) 542-1800 x128 MargaretWilliams@ymca-boston.org

Medical Assistant, Patient Care Technician, Medical Interpreting - Test complete or test above English 095 (Writing Skills II)

Central Processing – Test into ENG 090 and complete (Writing Skills 1)

Surgical Technology – Several required co-requisites at and above ENG 111 and MAT 093