



Seattle Jobs Initiative's Office Occupations Training Program

Provides valuable skills training in 22 weeks

Program benefits:

- Entry level office/administrative positions start at \$11 - 14 per hour
- Training is free for people who meet the program and income requirements
- Learn on the job with a part-time internship
- Great potential for advancement, higher wages

Program requires someone who:

- Can perform multiple tasks; can work independently or with a team
- Is responsible, dependable and prompt
- Has good attention to detail
- Has the desire and ability to work full-time
- Has good communication skills and can follow directions well
- Can quickly learn and do repetitive tasks such as filing, photocopying, and faxing
- Is willing to work in a professional, conservative environment

Program details:

- Program takes place at South Seattle Community College
- Classes are Monday through Friday, 8:30 am - 5 pm, for 22 weeks
- 2010 Cohorts begin: 3/23/2010 and 9/14/2010

To enroll, contact one of SJI's partner agencies:

ACRS - Asian Counseling and Referral Services

3639 Martin Luther King Jr. Way S
Seattle, WA 98144
(206) 695-7600

CCA - Center for Career Alternatives

901 Rainier Avenue S
Seattle, WA 98144
(206) 322-9080

TRAC Associates

1001 Broadway, Suite 217
Seattle, WA 98122
(206) 443-9999

Opening Doors to Living Wage Careers

