

Seattle Jobs Initiative

Office Occupations Training Program

Provides valuable skills training in 22 weeks

To enroll, contact one of the agencies listed at the bottom of the page.

Days: Monday – Friday
9:00 a.m. – 4:45 p.m.

Class Location: South Seattle Community College

- Entry level 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
- Many administrative positions are currently waiting to be filled
- 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

Enrollment information:

Asian Counseling and Referral Services

Sam Him
720 8th Ave South, Suite 200
Seattle, WA 98104
(206) 695-7569

TRAC Associates

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

Center for Career Alternatives

Nicole Donalson
901 Rainier Avenue South
Seattle, WA 98144
(206) 322-9080

