

Are you 17-24 years old?
Need a job?
Didn't complete high school?

FREE

**Clerical Skills Training and
High School Equivalency Preparation**

**During this 20-week training program,
you will receive:**

- Business administrative/customer service skills
- Public speaking and communications skills
- College access assistance
- Job placement assistance
- High School Equivalency (HSE) preparation
- Networking w/ corporate executives
- **We will assist with:**



Microsoft Office
Specialist



National Retail Federation
Customer Service and Sales
Certificate

Compensation

- Biweekly stipend
- Metrocard

Ongoing Registration
Monday - Friday @ 10am

*To obtain more information
or to register, call or visit:*

Sunset Park
783 Fourth Avenue
Brooklyn, NY 11232
718-369-0303

Bushwick/Williamsburg
25 Thornton Street
Brooklyn, NY 11206
718-387-1600

Y Roads - Jamaica
161-04 Jamaica Avenue
Jamaica, NY 11432
212-630-9727

**www.obtjobs.org
outreach@obtjobs.org**