Want a new job? Tired of not earning a livable wage?

Get ready to take your skills to the next level and make more money! JFS has three exciting vocational training opportunities.

Administrative and Customer Service

Do you dream of working in an office? This is your opportunity to learn the skills that will make you a qualified Administrative Professional with excellent customer service skills. This course will prepare you to earn the nationally recognized Professional Administrative Certification of Excellence (PACE). This training will focus on the following:

- Interpersonal Communication Skills.
- Task & Project Management.
- Computers & Internet Technology.
- Management Skill.

All programs include career readiness classes, job search, and resume assistance.

Orientation is required to attend classes.

Spaceis limited! Apply now at **jewishfamilyservice.org/training-application**, contact Chloe Pulliam at 720.459.3876 or cpulliam@jewishfamilyservice.org or scan the QR code.

AutoCAD

Are you passionate about design and

construction? Dive into the world of

AutoCAD Design vocational training.

Gain hands-on experience and earn

AutoCAD Certified User, enhancing

2D and 3D design with our free

an Autodesk certification as an

your career prospects

Design



This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.



Technology skills are necessary to be successful in today's job market! This course will prepare you to earn the nationally recognized Northstar certification in Digital Literacy. In this course, you will learn the following:

- Basic Computer and Internet Skills.
- Emails Systems and Typing Skills.
- Windows and Mac Computers.
- Microsoft Word, Excel, PowerPoint.
- Google Drive, Telehealth, Digital Footprint and more.

