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 coming soon. All programs include Career Readiness Classes, Job Search, and Resume Assistance.

**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 Assistant 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 Skills
- Task & Project Management
- Computers & Internet Technology
- Management Skills

**AutoCAD Design**
Did you enjoy drawing, Legos, or building blocks as a child? Have you ever been involved in construction or thought about how you would design a building or home?
AutoCAD® Design could be for you if you answered “Yes” to any of these questions. This training prepares you to enter the exciting world of 2D and 3D design. This is your opportunity to earn the Autodesk® certification as an AutoCAD User!

**Foundations of Digital Literacy**
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: Microsoft Outlook and Gmail
- Windows and Mac OS
- Microsoft Word, Excel, PowerPoint
- Google Drive, Docs, Slides, and Sheets

**INTERESTED?** Space is limited! Sign up now to be the first to receive an application. Register online at jewishfamilyservice.org/vocational-training or contact Gloria Padilla at 720.986.0019 or gpadilla@jewishfamilyservice.org.

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