

## ADMINISTRATIVE CAREERS TRAINING PROGRAM

*How to apply and Frequently Asked Questions*

### How to Apply for the Administrative Careers Training Program:

- Register to attend one of the online Orientation Session, via Zoom, on any one of the dates listed below:**
  - [10am Session on Jan. 4<sup>th</sup> \(Tues\), Jan. 10<sup>th</sup> \(Mon\), OR Jan. 18<sup>th</sup> \(Tues\)](#)
  - [3pm session on Jan. 5<sup>th</sup> \(Wed\), Jan. 12<sup>th</sup> \(Wed\), OR Jan. 19<sup>th</sup> \(Wed\)](#)
  
- Complete the online Application Form** (link below)
  - <https://opportunityjunction.org/program-application>
  
- Meet with staff to review your application and complete the CDBG Form:** After you attend the Orientation Session, our Program Assistant, Janelle Stauffer, will reach out to schedule your Intake Appointment with our staff. Please make sure to answer your phone or call her asap for her to schedule you for an appointment. The staff doing your intake will schedule you for a Private Interview with one of the program staff.
  
- Provide Income Verification:** Anything that documents your income (such as check stubs, letters showing any grants or benefits, or tax returns from previous year). Information on previous employment, especially the start and end dates and the salary or wage for your last job
  
- Complete the process:** To be considered for the program, you need to submit all documents and sign the forms we need to move forward with your application.
  
- ❖ **You'll hear from us!** Space in the Administrative Career Training Program is limited. We'll notify you by mail regarding acceptance or non-acceptance. Letters go out by **January 24th, 2022.**
  
- ❖ **Are you a CalWORKs participant?** Let your worker know that you're interested in our program.
  
- ❖ **Are you receiving unemployment?** Look into whether applying for the California Training Benefits Program fits your situation if you are accepted.

## Administrative Career Training Program

### *Frequently Asked Questions*

#### **1. What kind of training do you offer?**

The Opportunity Junction Administrative Career Training Program begins with twelve weeks of training on computer software programs, including Microsoft Outlook, Word, Excel, PowerPoint, as well as training in Life Skills, Business Math, Business English, and you will have the opportunity to improve your typing skills, throughout the course of the training. In the second phase (internship) of the program (up to 4 months), participants get more practice using their skills, as well as paid work experience, while starting their job search.

#### **2. Do I need to know anything about computers?**

No, you don't. We start our classes with the basics of using the computer and the Windows operating system. Some students come with previous computer experience, and many do not.

#### **3. How long is the program and what are the hours?**

The first part of the program is twelve-weeks long. The second part is an internship, which can last up to four months, during which the interns are job-searching and getting paid work experience. In both parts of the program, the hours are Monday-Friday, between 9:00 a.m. and 3:30 p.m., with approx. 5 hours per day in ZOOM classes. The schedule is generally as follows:

9:00 a.m. - 10:30 a.m. – ZOOM Training  
10:30 a.m. - 11:00 a.m. – Morning Break  
11:00 a.m. - 12:30 p.m. – ZOOM Training  
12:30 p.m. - 1:30 p.m. – Lunch  
1:30 pm. - 3:30 p.m. – ZOOM Training and/or Tutoring

#### **4. What kinds of jobs will the training prepare me for?**

The training will prepare you for jobs such as office and administrative support staff, customer service representative, or other jobs where knowledge of Microsoft Office is needed.

#### **5. How many of your participants get jobs, and at what rate of pay?**

88% of our graduates got a job within three months of completing the program. Graduates attained high-quality employment, averaging \$17.19 an hour and 35 hours per week.

## 6. Will you help me get a job?

We will teach you how to find a job for yourself and provide support in preparing for and conducting your job search, including individual assistance from our Program Manager. We also work to make employer connections to become aware of jobs before they are posted. We believe that everyone deserves an opportunity to succeed.

## 7. Do I pay for any part of the program?

Participants do not pay directly for any part of the program. A portion of some participants' training costs may be underwritten through agreements with the Contra Costa County Employment and Human Services Department.

## 8. What's this about a paid internship?

The second phase of the Administrative Career Training Program is a paid internship, which lasts up to four months, during which interns are engaged in job search and work experience activities. **The internship ends when you get a job or at the end of four months, whichever comes first.** Intern pay is between \$14.00 and \$15.00 per hour depending on the certifications and typing speed achieved by the intern.

## 9. What steps should I take prior to the application and/or interview sessions?

There are no required steps to take. We recommend if possible that you: gather income verification, such as grant letters, EDD benefits, pay stubs or tax returns. CalWORKs participants: let your Employment Specialist know that you are interested in our Program and make **reliable arrangements for childcare and/or eldercare, if necessary.**

## 10. Who will be considered for the program?

We'll consider applicants who:

- Are highly motivated to pursue full-time employment after training.
- Are able to make a full-time commitment to the program.
- Are Contra Costa County residents, with income eligibility as determined by HUD standards. For example, for the current fiscal year, a single person with a household income below \$62,750 would be eligible, as is a two-person household with income below \$71,700; a three-person household with income below: \$80,650; and a four-person household with income below \$89,600
- Are at least 18 years of age.
- Read at a 7th grade level or higher on a standardized test.
- Are eligible to work in the United States.

**11. How do you decide which applicants to accept?**

We have many more people applying for the program than we can accept. In deciding, we look for candidates who are likely to be able to successfully finish our program, whose needs are a good match for the training and services we offer, and who are seeking full-time employment.

**12. Do I need a computer to participate in this program?**

You will need access to a computer to attend 2-3 required meetings before our program begins. If you are accepted into the program, we will provide all of the equipment you need within a few days of the program start date, including a lap top for use while you are completing the training and internship.

You will also need access to broadband internet to participate in the program; however, if you do not have broadband internet we may be able to assist you. Please let a staff member know immediately if you do not have access to a broadband internet service.

**13. When will I know if I've been accepted into the program?**

We notify candidates as soon as possible, but no later than the end of the business day on **January 24<sup>th</sup>, 2022**.

**14. When does the training begin?**

January 31<sup>st</sup>, 2022

**15. What other options exist if I don't get accepted to the program?**

- We also offer Basic Computer classes at No-Cost. Sign up at [www.opportunityjunction.org/technology-center/computer-basics-sign-up](http://www.opportunityjunction.org/technology-center/computer-basics-sign-up)
- Register to attend our All Program Information Session to learn about our other programs to assist you in your job search. (registration blink below)  
<https://zoom.us/meeting/register/tJcscOuoqzsvHNWiDLSI5TrRK9qWZBYI4wMh>
- If you are a CalWORKs participant, your Employment Specialist can discuss other options with you.
- If you are not a CalWORKS participant, a Case Worker at America's Job Center of California EastBay Works (offices in Bay Point and Concord) can discuss other options with you. Please visit their website at <https://www.eastbayworks.com>