

## Job Skills Training

### **America Works of New York**

575 Eighth Avenue bet. 38th and 39th Streets  
212-244-5627

Employment training program, job placement services, and job search facility for adults ages 18+. Photo ID, SS card and referral required. Monday-Friday 9:00 a.m.-5:00 p.m.

### **American Indian Community House**

404 Lafayette Street, 2nd Floor  
212-598-0100

Career counseling and job training services for Native Americans ages 18+.

### **Baked in the 'Hood**

237 East 123rd Street, 212-289-4558  
Baking skills job training.

### **Binding Together**

200 Hudson Street, 10th Fl., 212-334-9400. Binding Together, Inc. is a vocational rehabilitation program, which teaches print technology and graphic communications using computer applications and high-tech copier equipment. Along with job training, the program provides counseling, remedial education, workplace literacy, internship, job placement and 15 months of follow-up counseling support.

### **Bodanna**

376 Broome Street bet. Mulberry and Mott Streets, 212-388-0078. Ceramic apprenticeship program for out of school youth ages 16 to 24.

### **Bowery Residents' Committee**

27 Avenue B, 212-777-7633. Vocational and job training assistance, including computer training, primarily for clients of the agency. Monday-Friday 9:00 a.m.-5:00 p.m.

**Bronx Adult Learning Center**, 3450 East Tremont Avenue, Room 323, 718-863-4057

**Brooklyn Adult Learning Center**, 475 Nostrand Avenue, 718-638-2635

**Mid-Manhattan Adult Learning Center**, 212 West 120th Street, 212-666-1919 or 212-666-1920

**Queens Adult Learning Center**, 42-15 Crescent Street, 7th floor, 718-361-9480

### **Coalition for the Homeless**

129 Fulton Street, 212-964-5900. A sixteen-week job training program for homeless and formerly-homeless women, including four-week classes, computer training, a three-month internship/on-the-job training, support services and mentoring.

### **Congress of Racial Equality**

30 Cooper Square, 212-598-4000. On-the-job training program for adults ages 18+.

### **Contemporary Guidance Services**

156 William Street, 212-577-5512. Offers a range of employment services for individuals with disabilities aged 18+, including supported employment programs, vocational education, and job

## Job Skills Training cont'd

### **East Harlem Council for Community Improvement**

413 East 120th Street, 212-410-7707. Provides employment training and assistance for East Harlem residents. Call for intake information. Monday-Friday 9 a.m.-5 p.m.

**Food Change** 252 West 116th Street bet Seventh Avenue and Frederick Douglass Blvd., 212-662-1283. Culinary training program; registration required. Monday-Friday 9 a.m.- 5 p.m.

**Covenant House** 460 W. 41st Street, (212) 613-0300. Offering a variety of vocational, educational, job placement, and job training services designed to prepare youth for independent living, the Regional Training Center also offers on site training programs, which include Culinary Arts Training, Desktop Publishing, Introduction to Computers, Silk Screening, Nurse's Aide Training, and Public Safety training.

**EMC Business Institute** 2090 Seventh Avenue bet 124th and 125th Avenue, 212-866-2500. Provides employment training and job placement assistance for youths ages 18-21, including computer training and building maintenance training. Call for intake information.

### **Employment Program for**

**Recovered Alcoholics** 261 West 35th Street, 9th Floor bet 7th and 8th Avenues, 212-947-1471. Provides employment training and vocational rehabilitation for recovering alcoholics. Call for referral information. Monday-Friday, 9 a.m.-5 p.m.

**Global Business Institute** 209 West 125th Street, 212-663-1500. Employment training program, including training in secretarial skills and word processing. For adults ages 17+. Call for referral information.

**Grand Street Settlement** 80 Pitt Street, 800-435-2818. Provides job training and placement, ESL and GED classes. Career opportunities for women.

**Harlem Youth Offices** 2090 Seventh Avenue bet. 124th and 125th Streets, 212-678-1549. Provides employment training, on-the-job-training, and job placement assistance for low-income youths ages 14-25. Target population: Central Harlem residents.

**Housing Works** 594 Broadway, Suite 700 bet. Houston and Prince Streets, 212-966-0466. Employment training and job placement program for homeless individuals living with HIV/AIDS. Graduates of the program can be placed into jobs with the agency's entrepreneurial programs. Monday-Friday 9 a.m.-5 p.m.

**Henry Street Settlement** 99 Essex Street and Delancy, 3rd floor, 212-478-5400, ext 209. Job readiness, job training, ESL classes available, post-placement job assistance. Graduates of the programs can be connected to benefits, including loans, tax credits, bank accounts, and financial literacy workshops.

## Job Skills Training cont'd

### **Jericho Project**

891 Amsterdam Avenue, 212-316-4700. Provides employment training, job placement assistance, career counseling, and computer training. Call for intake information.

### **Jobs for Youth**

312 West 36th Street, 212-623-6600. For individuals 16-25 years of age, out of school and unemployed. Call for appointment.

### **Job Path**

22 West 38th Street bet 5th and 6th Avenues, 212-944-0564. Employment training program for individuals ages 18+ with developmental disabilities. Monday 9 a.m.-5 p.m.

### **Job Tap Centers**

413 East 120th Street at First Avenue, 212-860-6820. Job training and placement. GED and English as a Second Language classes. Contact Carmen Zapatero for an appointment. SS card, photo ID, proof of residence, income and birth certificate required.

### **Mobilizing Talents and Skills**

8 East 29th Street, 9th Floor, 212-679-8234. Non-profit employment service for men and women with disabilities. Services include job placement, computer training, vocational counseling and testing, assessment and benefit analysis.

### **Manhattan Worker Career Center**

247 West 54th Street, 212-621-0702, 800-414-5748, phone job search. Provides dislocated workers, unemployed individuals, and displaced homemakers with job placement assistance, as well as referrals to intensive services and a broad range of training programs. Services include resume preparation, job search assistance, interviewing workshops, mail, phone, and fax services for resumes, labor market information, referral to adult basic education, GED instruction, and English-as-a-second-language programs and other supportive services. Monday 9 a.m.-5 p.m.

### **New York State Department of Labor New York City Workforce Career Center**

215 West 125th Street, 6th Floor at Eighth Avenue, 917-493-7000. Provides a range of employment services for unemployed and working individuals, including job resources, career counseling, information about training and education, and other services. Monday-Friday 8:30 a.m.-5 p.m.

### **New York State Department of Labor Manhattan Youth Opportunity Center**

247 West 54th Street, 212-621-0703. Provides information, career counseling, and referrals for employment training and assistance for youth ages 16-24. Monday-Friday 9 a.m.-5 p.m. Call for information.

### **Non-traditional Employment for Women**

43 West 20th Street, 212-627-6252. Provides training and job placement for women. Call for further information.

## Job Skills Training cont'd

**Options** 1323 Louis Nine Boulevard Bronx, NY 10459, 917-477-2210, fax: 718-328- Email: madiedo@nscinc.org, Web site: www.nscinc.org

### **Partnership for the Homeless Workforce Development Program**

305 Seventh Avenue bet West 27th and 28th Avenues, 212-645-0274. Provides a range of employment services for homeless adults and families. Call for intake information. Monday-Friday 9 a.m.-5 p.m.

### **Project Renewal Next Step**

200 Varick Street, 212-620-0340. Provides a range of employment services for homeless individuals, including adult education, GED program, English-as-a-second-language classes, job placement assistance, and job readiness services. Call for intake information. Monday-Friday 9 a.m. -6 p.m.

### **Salvation Army**

535 West 48th Street, 212-757-7745. A long term residential rehabilitation program includes daily work therapy, NA/AA meetings, individual/group/spiritual counseling and recreational activities. Monday-Friday 9:00 a.m.- 2:00 p.m.

### **School of Cooperative Technical Education**

321 East 96th Street, 212-369-8800. Offers a range of vocational education course, including training in electronics, food service, and other fields. Call for information. Ages 16 +.

### **STRIVE New York**

240 East 123rd Street, 3rd Floor, 212-360-1100. Provides a job readiness program for low-income individuals, including job placement assistance. Monday-Friday 9 a.m.- 5 p.m. For adults ages 17-45. Call for intake information.

### **West Side Campaign Against Hunger**

263 West 86th Street bet Broadway and West End Avenue, 212-362-3662 x125. Customer Chef Training program, 12 weeks long. Space is limited. Call for intake information.

### **Women's Center for Education and Career Advancement**

11 Broadway, rm. 457, 212-964-8934. Job readiness program (2 days per week, 2 weeks long); referrals for computer training. Monday-Thursday 10 a.m.-3 p.m.

## Computer Skills Training

### **CLICK-ON**

**NYPL free computer training courses**

### **58th Street Library Training Center**

127 East 58th Street, 212-593-1761

### **Morningside Heights Library Center**

2900 Broadway at 113th St., 212-864-2530

## **Computer Skills Training cont'd.**

### **Rachel's Room**

316 East 88th Street off Second Avenue, 212-722-8868. Computer and job skills to unemployed and underemployed women at no cost to students. Low-cost evening computer classes to both men and women also available.

### **Displaced Homemaker Center YWCA of the City of New York**

500 West 56th Street and 10th Avenue  
212-735-9773

### **Community Impact**

105 Earl Hall, 116th Street and Broadway  
212-854-9622. Monday-Thursday 9 a.m.-12 noon, 1:30-4:30 p.m., 7-9:30 p.m.  
Drop in for skill assessments on Friday 10 a.m.-1 p.m.

### **Community Impact- Job Tech**

105 Earl Hall, 116th Street and Broadway  
212-854-9622. Bi-monthly classes, time varies  
Must be a citizen or legal resident, public assistance recipient and a parent of a child under 18 years of age.

### **Jericho Project Computer Learning Center**

2013 Adam Clayton Powell, Jr. Boulevard at West 121st Street, 212-665-9444.  
Computer skills training program for low-income and homeless individuals. Offers beginning and advanced classes in various software applications.  
Monday-Friday 10:30 a.m.-8:00 p.m.; Saturday 12:00 noon - 7:00 p.m.

**Temple Emunath Israel** 236 West 23rd Street,  
212-780-5436. Intake required. Social worker and rabbi on premises. Poetry, Hebrew language and Computer classes available.

## **Post-Incarceration**

### **Fortune Society**

53 West 23rd Street, 8th Floor, 212-691-7554.  
counseling, career development, substance abuse treatment, education (basic literacy, ESOL, pre-GED and GED programs), housing, and recreation in addition to alternative therapies for stress relief and drug detoxification with acupuncture and massage. Intakes for general counseling is open Monday through Wednesday, 9 a.m. to 3 p.m.

### **Osborne Society**

Bronx site:  
809 Westchester Avenue  
718-842-0500  
Brooklyn site:  
175 Remsen Avenue, Eighth Floor  
718-637-6560  
Osborne's Risk Reduction Services offer easy-access, on demand treatment for those at risk for and coping with substance abuse, HIV, and Hepatitis C. Crisis intervention and counseling are available in addition to housing placement assistance with independent living skills workshops, vocational and educational referrals and assistance in obtaining health insurance.

## **GED Programs**

### **B'nai Jeshurun Synagogue**

257 West 89th Street  
212-787-7600

### **Community Impact (GED)**

105 Earl Hall, 116th Street and Broadway  
212-854-1492.  
Monday-Thursday 10 a.m.- 1 p.m.  
For adults 19+.

### **Community Impact (Spanish GED)**

Graham-Windham Beacon Center  
15 195 Roberto Clemente School  
625 133rd Street & Broadway  
212-854-1492. Monday-Thursday 6-8 p.m.  
For adults 19+.

### **Esperanza Program**

502 West 165th Street, 212-781-9494.  
Monday-Friday 9:00 a.m.-5:00 p.m.  
For adults 18+.

### **FECS Health and Human Services Systems**

62 West 14th Street bet. Fifth and Sixth Avenues  
212-366-8400.  
For people with developmental disabilities.

### **Henry Street Settlement**

301 Henry Street and Montgomery Avenue  
212-254-3100  
Monday-Friday 10:00 a.m.-3:00 p.m. and 4:30 p.m. - 9:00 p.m. For adults 18+.

### **Hetrick-Martin Institute**

2 Astor Place between Broadway and Lafayette  
212-674-2400  
For GLBTQ adults ages 16-21. Monday-Friday  
8:00 a.m.-6:30 p.m.

### **Just Us ACHIEVE Program**

87 East 116th Street between Park and  
Lexington Avenue, 212-831-3980.  
Ages 16-21. Monday-Friday 9:30 a.m.-12 noon.

### **Sheltering Arms Upward**

216 East 120th Street  
212-427-7366  
Ages 17 and older. Monday-Friday 2:15 p.m. -  
5:15 p.m.

### **Steps Support for Training & Education**

117 East 118th Street bet Park & Lexington  
212-831-9080  
Monday-Friday 9 a.m.-5 p.m.  
Program for GED, job search, literacy, computer training.

### **Union Settlement Association**

1775-1777 Third Avenue  
212-828-6138  
Ages 15 and older. Monday-Friday 9:00 a.m.-  
5:00 p.m.

### **VIDA Family Services**

127 East 105th Street between Park and  
Lexington Avenue, 212-289-1004. Monday-  
Wednesday 9 a.m.- 8 p.m.; Thursday 9 a.m.-7:30  
p.m.; and Friday 9 a.m.-5 p.m. Call for class  
schedules. Ages 18 years and older.

## **Earning Opportunity**

### **We Can**

577 West 52nd Street and 11th Avenue  
212-489-2404. Cash in cans, glass and plastic  
bottles. They give a voucher to be redeemed at  
a check-cashing place. No ID needed. Monday-  
Friday 7:00 a.m.- 12 noon

## **Computers**

Computers can be used free of charge at any NY  
Public Library or at Computer Resource Centers  
located the following NY Parks Department Rec-  
reation Centers:

Alfred E. Smith  
80 Catherine Slip (at Cherry St.)  
212-285-0300

Chelsea  
430 W. 25th St. (bet. 9th & 10th)  
212-255-3705

East 54th Street  
348 E. 54th St. (bet. 1st & 2nd)  
212-754-5411

Hamilton Fish  
128 Pitt St. (at Ave. C)  
212-387-7687

Hansborough  
35 W. 134 St. (at Lenox Ave.)  
212-234-9603

Highbridge  
2301 Amsterdam Ave. (at 173rd St.)  
212-927-2012

J. Hood Wright  
Fort Washington Ave. (at 174th St.)  
212-927-1583

Jackie Robinson  
Bradhurst Avenue (at 146th St.)  
212-234-9607

Pelham Fritz  
18 Mt. Morris Park (at 122nd St.)  
212-860-1380

Thomas Jefferson  
2180 First Ave. (at 110th St.)  
212-860-1383

Tony Dapolito  
Clarkson St. (at 7th Ave.)  
212-242-5418

### **Jan Hus Presbyterian Church**

351 East 74th Street bet. First and Second Av-  
enues, 212-288-6743. Provides computer and  
internet access for job searches and assistance in  
setting up e-mail.

## **INSPIRE Outreach STREET SHEETS**

## **Job Skills, Computers and Educa- tion Resource Booklet**



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Questions, corrections, or additions?  
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