

# Administrative Services Training!



**Class Dates: Oct 1 - Nov 5, 2021**

**Mon - Fri 8 AM - 5 PM**

Training Includes:

- Microsoft Office Specialist: Word & Outlook Associate Certifications
- Development of critical thinking, business writing, and effective communication skills

**Application Deadline 9/17/2021**

**Work experience opportunities upon successful completion!**

**5 Week  
Hybrid  
Training!**

## Post Training Career Pathways Opportunities

Earn between \$29,000 and \$57,000 per year

Administrative Assistant | Office Manager | Events Administration | Executive Assistant | Administrative Services Manager

**For more information contact:**

**Phoenix Office**

**602-264-6768**

**OR**

**Flagstaff Office**

**928-220-8762 ext 200 or 201**

**OR**

**[workforcesolutions@phxindcenter.org](mailto:workforcesolutions@phxindcenter.org)**

**Participants must be American Indian, Alaskan Native, or Native Hawaiian, & meet eligibility requirements for Workforce Development.**

