

# 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.**

**Space is limited!** Apply now at [jewishfamilyservice.org/training-application](https://jewishfamilyservice.org/training-application), contact Chloe Pulliam at 720.459.3876 or [cpulliam@jewishfamilyservice.org](mailto:cpulliam@jewishfamilyservice.org) or scan the QR code.



## AutoCAD Design

Are you passionate about design and construction? Dive into the world of 2D and 3D design with our free AutoCAD Design vocational training. Gain hands-on experience and earn an Autodesk certification as an AutoCAD Certified User, enhancing your career prospects

## 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 and Typing Skills.
- Windows and Mac Computers.
- Microsoft Word, Excel, PowerPoint.
- Google Drive, Telehealth, Digital Footprint and more.