

Hired's Office Administration Training

Benefits

- Free career training program for eligible participants.
- Average starting wage \$18-\$26/hr
- Job coach and placement opportunities with City of St. Paul, Ramsey County, State of MN, and University of MN
- Support services available

Training & Certification Includes

- Northstar Digital Literacy Certifications
- Job readiness skills; resumes and interviewing
- Coaching and mentoring from business professionals & job shadowing opportunities
- Microsoft Office Specialist Certifications
- Instruction on:
 - Microsoft Office programs (including Excel & PowerPoint)
 - Keyboard and 10-key typing
 - Business communication and professionalism

Schedule

September 8 - October 23, 2025
Hybrid (first 2 weeks in-person, remainder online)
4 days/week for 7 weeks
Monday-Thursday 9:30 AM - 2:30 PM

Location

Northwest Family Service Center
7051 Brooklyn Blvd,
Brooklyn Center, MN 55429

Requirements

- High school diploma or GED
- Can type 30 words per minute
- Some experience with Microsoft Office
- Low-income household eligibility
- Minneapolis resident preference



More Information

Contact: Christina Layer
Email:
Christina.Layer@hired.org
Call: 612-483-0924



This program is offered by Hired in partnership with:

