

Employment and Job Readiness Programs in the Gaithersburg Area

Name of Organization	Services Provided	Address	Phone Number	Website	Hours of services
<u>Catholic Charities</u>	*Weekly job listings *Career counseling *Match employers with potential employees. *Regular workshops on Job Readiness and Life Skills, Financial Literacy, entrepreneurship, resume writing, local job market research, and internet applications.	201 E. Diamond Ave., 3rd Floor Gaithersburg, MD 20877	(301) 740-2523	https://www.catholiccharitiesdc.org/employment-referrals-job-readiness	Intake - New Clients Orientation Tuesday 9:30-10:30 am (Spanish) Thursday 1-2 pm (Spanish) Friday 9:30-10:30 am (English)
<u>Careercatchers</u>	*Weekly Job Club *Events *Skills Training Workshops and Retreats *Mentoring and Tutoring *Employment Group Sessions *One-on-One Employment Counseling	640 E. Diamond Ave. Suite C Gaithersburg, MD, 20877	301-495-6393 ext.8	http://www.careercatchers.org/contact-us/	Call for service hours. Job Club meets Wednesdays 11:00 AM-1:00PM
<u>Interfaith Works</u>	*Vocational Assessments *Job readiness classes *Training in computer skills and financial literacy *Interview Preparation * Develop resumes and cover letters *Practice interviews *Job Application assistance	640 East Diamond Ave., Suite C Gaithersburg, MD 20877	301-585-4471 ext. 13	http://www.iworksmc.org/vocational-services/	Call for Service hours.
<u>A Wider Circle</u>	* 40 hour career planning boot camp *One-on-One job search *Professional development Clothing center *Access to computers for resume-writing and job searching	Center for Community Service 9159 Brookville Road Silver Spring, MD 20910	301-608-3504	http://awidercircle.org/workforcedevelopmentprogram/	Call for details
<u>Worksource Montgomery</u>	*Workshops *Career counseling *Job training and placement supports. *Specialized service offerings for: Youth, Veterans, 50+ Workers, Long-Term Unemployed through a partnership with the Maryland Tech Connection	Up-County Regional Services Center 12900 Middlebrook Road, 1st Floor Germantown, MD 20874	Phone: 240.406.5485 Fax: 301.685.5569	http://worksourcemontgomery.com/job-seekers/american-job-centers/	Monday – Thursday: 8:30 am – 5:00 pm Friday: 8:30 am – 3:00 pm
<u>Instituto Hispano de Negocios y Entrenamiento Gaithersburg Business Training Center</u>	*Spanish-language programs in Payroll and Bookkeeping, * Import/Export Business Development *Computer classes.	12 South Summit Avenue Gaithersburg, MD 20877	240-567-1863	http://cms.montgomerycollege.edu/wdce/index.html	Call for details
<u>Upwardly Global</u>	*Serves skilled immigrants and refugees *Online career development resources as well as in-person services.	Suburban Washington Resettlement Center 8719 Colesville Road, 3rd Floor Silver Spring, MD 20910	Phone: 301-562-8633 ext. 227	http://www.upwardlyglobal.org/about-upglo/office-locations/silver-spring	Call for details