

Organization	Address	City	State	Zip	Telephone	Services/Cost	Website	Notes
<b>Job Search Adventist Community Services</b>	501 Sligo Ave.	Silver Spring	MD	20910	301-585-6556		<a href="http://www.acsgw.org/JobSearch.html">http://www.acsgw.org/JobSearch.html</a>	
<b>A Wider Circle Center for Professional Development</b>	9159 Brookville Road	Silver Spring	MD	20910	301-608-3504	Job training, career center, one-on-one assistance, professional clothing, workforce development classes.	<a href="http://awidercircle.org/workforcedevelopmentprogram/">http://awidercircle.org/workforcedevelopmentprogram/</a>	
<b>CASA de Maryland Silver Spring's Welcome &amp; Worker Center</b>	734 University Blvd., E.	Silver Spring	MD	20903	301-431-4177	Employment placement services combined with ESOL classes, vocational training, legal services, and community organizing to help workers achieve economic self-sufficiency.	<a href="http://www.casademaryland.org/">http://www.casademaryland.org/</a>	
<b>CASA de Maryland Wheaton's Welcome &amp; Worker Center</b>	2729 University Blvd., W.	Wheaton	MD	20902	240-491-5772	Places workers in day, temporary and permanent in jobs such as landscaping, drywall, painting, carpentry, moving and cleaning. Offers ESOL, vocational training courses in computer repair, childcare development, HVAC, home improvement.	<a href="http://www.casademaryland.org/">http://www.casademaryland.org/</a>	
<b>CASA de Maryland Rockville's Welcome &amp; Worker Center</b>	14645 Rothgeb Dr.	Rockville	MD	20850	240-491-5780	Employment placement services combined with ESOL classes, vocational training, legal services, and community organizing to help workers achieve economic self-sufficiency.	<a href="http://www.casademaryland.org/">http://www.casademaryland.org/</a>	

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<b>Catholic Charities Employment Readiness Program</b>	201 E. Diamond Ave. 3rd Floor	Gaithersburg	MD	20877	301-740-2523 x973	Workshops on Job Readiness and Life Skills, assistance is available on topics including financial literacy, entrepreneurship, resume writing, local job market research, career counseling, job complaints, and internet applications.	<a href="https://www.catholiccharitiesdc.org/employment-referrals-job-readiness">https://www.catholiccharitiesdc.org/employment-referrals-job-readiness</a>	The programs are open to all DC, MD and VA residents 18 years or older.  Spanish speaking staff.
<b>Excel Automotive Institute</b>	1235 Kenilworth Ave, NE	Washington	DC	20019	202-269-0384 Email: info@excelautomotiveinstitute.org	Provide a center of excellence for the development of job skills, career, and technical education. Provides Automotive Service Excellence (ASE) certification and National Automotive Technicians Education Foundation (NATEF) Specialty Training.	<a href="http://www.excelautomotiveinstitute.org/">http://www.excelautomotiveinstitute.org/</a>	Must be eighteen (18) years of age. Driver License or State ID. Birth Certificate. Social Security Card. Must assess at the 10th grade level in Reading and Math.
<b>Family Discovery Center</b>	451 Hungerford Drive	Rockville	MD	20850	301-424-2989 Contact: Shari Waddy, Program Manager Email: shari.waddy@fs-inc.org	Offers adult education and life skills classes to parents to promote self-sufficiency and positive parenting skills. ESOL, employment readiness, health education, basic computer skills, parenting classes. Children up to age four learn alongside their parents at the Exploration Station Child Development Center, where they develop school readiness skills.	<a href="http://www.fs-inc.org/services/programs/family-discovery-center">http://www.fs-inc.org/services/programs/family-discovery-center</a>	Montgomery County residents who are parents of young children six weeks through 4 years old.  Spanish speaking staff.

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<b>Interfaith Works</b>	8106 Georgia Ave.	Silver Spring	MD	20910	<p>Melissa Olaskowitz, Project INFORM Outreach Coordinator 301-602-9708 Email: molaskowitz@iworksmc.org</p> <p>Carolyn Johnson, Program Director 301-585-4471 x220 Email: cjohnson@iworksmc.org</p>	<p>Job readiness classes, skills assessments, training in computer skills and financial literacy, job preparation and placement, and ongoing support for employment retention success. Clients work one-on-one with English- and Spanish-speaking vocational counselors to hone their skills, identify educational opportunities, develop resumes and cover letters, practice before interviews, and secure and maintain jobs.</p>	<a href="http://www.iworksmc.org/vocational-services/">http://www.iworksmc.org/vocational-services/</a>	<p>Low-income residents should contact Melissa Olaskowitz for referral. Also located at: 640 East Diamond Ave. Suite C Gaithersburg, MD 20877</p>
<b>Jewish Council for the Aging of Greater Washington</b>	12320 Parklawn Drive	Rockville	MD	20852	301-255-4200	<p>Career Gateway Program provides resume building, interviewing skills, job search assistance, enhancing social network skills with individual attention, small classes, and long term mentors.</p>	<a href="https://www.accessjca.org/programs/senior-employment/">https://www.accessjca.org/programs/senior-employment/</a>	<p>Over 55 years of age  \$75 Fee</p>

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<b>Jewish Council for the Aging of Greater Washington</b>	12320 Parklawn Drive	Rockville	MD	20852	240-395-0918	Senior Community Service Employment Program provides on-the-job training for low-income residents. Trainees receive minimum wage while working at charities and government agencies to build their skills and resumes while delivering valuable community service.	<a href="https://www.accessjca.org/programs/senior-employment/">https://www.accessjca.org/programs/senior-employment/</a>	Meet income requirement and 55 and older that live in Montgomery and Frederick County.
<b>Liberty's Promise</b>	2900-A Jefferson Davis Hwy Location in Silver Spring, MD and Baltimore, MD	Alexandria	VA	22305	703-549-9950 Email: info@libertyspromise.org	Civics and citizenship' is after-school civic engagement program. 'CE-Bell' program focuses on youth who have no or very limited English language skills, and includes an English language learning component. 'Opportunities plus' places low-income, documented, immigrant youth, ages 15-21, in six or eight week internships with local businesses, government agencies, and nonprofits. Prior to their internship placements, youth participate in a four-hour job skills workshop, where they develop a cover letter, resume, and interview skills.	<a href="http://libertyspromise.org/">http://libertyspromise.org/</a>	Age requirement 15 to 21 years LP provides participants with a modest allowance to cover their food and transportation costs for what would traditionally be an unpaid internship.

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Lutheran Social Services of the National Capital Area	3799 East-West Highway	Hyattsville	MD	20782	240-714-4034	Adult refugees may also participate in employment orientation workshops and vocational training. Pre-employment workshops address topics specific to the United States, including how to locate jobs, the application process, interview techniques, and American workplace culture. Job Developers assist clients to create resumes and cover letters.	<a href="http://lssnca.org/programs/refugees_immigrant/employment_services.html">http://lssnca.org/programs/refugees_immigrant/employment_services.html</a>	
Latin American Youth Center	8700 Georgia Ave. Suite 500	Silver Spring	MD	20910	301-495-0441 x224 Contact: Arielle Wells, Outreach and Retention Specialist Email: arielle@layc-	Focus on the work skills and living wage needs of low-income, multicultural youth who are not in school or employed. Programs to develop job skills, get job training and certifications, and access internship and employment opportunities.	<a href="http://www.layc-dc.org/">http://www.layc-dc.org/</a>	Must be between 16 to 24 to participate.
Maryland Workforce Exchange						Online job search services, including listings. Registration with MWE enables clients to enroll in job training courses. Some services available if logged in as "guest."	<a href="https://mwejobs.maryland.gov/vosnet/Default.aspx">https://mwejobs.maryland.gov/vosnet/Default.aspx</a>	Social Security number required for registration.

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<b>WorkSource Montgomery</b>	11160 Veirs Mill Rd Wheaton Plaza South Office Building	Wheaton	MD	20902	301-929-4350 Email: wheaton@dllr.state.md.us	Meet with consultants to discuss career exploration, referrals to training programs, résumé preparation, and workshops to enhance job seeking skills and work readiness. Access computers with Internet access, printers, photocopiers, fax machines, telephones, and a variety of job search resource materials.	<a href="https://www.dllr.state.md.us/county/mont/">https://www.dllr.state.md.us/county/mont/</a>	
<b>WorkSource Montgomery</b>	12900 Middlebrook Road	Germantown	MD	20874	240-406-5485 Email: info@workSourcemontgomery.com	Meet with consultants to discuss career exploration, referrals to training programs, résumé preparation, and workshops to enhance job seeking skills and work readiness. Access computers with Internet access, printers, photocopiers, fax machines, telephones, and a variety of job search resource materials.	<a href="https://www.dllr.state.md.us/county/mont/">https://www.dllr.state.md.us/county/mont/</a>	
<b>Montgomery College Workforce Development &amp; Continuing Education</b>	51 Mannakee St.	Rockville	MD	20850	240-567-5188 Email: wdce@montgomerycollege.edu	Courses in business education, human resources, mediation, tax return preparer, information technology, project management, green training, LEED, hospitality, real estate, insurance, transportation safety.	<a href="http://cms.montgomerycollege.edu/wdce/">http://cms.montgomerycollege.edu/wdce/</a>	

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<b>Montgomery College Workforce Development &amp; Continuing Education</b>	7600 Takoma Ave.	Takoma Park	MD	20912	240-567-5188 Email: wdce@montgomerycollege.edu	Courses in business education, human resources, mediation, tax return preparer, information technology, project management, green training, LEED, hospitality, real estate, insurance, transportation safety.	<a href="http://cms.montgomerycollege.edu/wdce/">http://cms.montgomerycollege.edu/wdce/</a>	
<b>Montgomery College Instituto Hispano de Negocios y Entrenamiento Gaithersburg Business Training Center</b>	12 South Summit Ave. 4th Floor	Gaithersburg	MD	20877	Contact: Sandra Morales-Bermudez, Program Coordinator 240-567-3823	Spanish-language programs in Payroll and Bookkeeping, Electrical, Solar Panel Installation, Food Safety Licensing, Home Improvement Licensing; and Jewelry, Construction Finance, Import/Export Business Development, and computer classes.	<a href="http://cms.montgomerycollege.edu/wdce/bits/institutohispano.html">http://cms.montgomerycollege.edu/wdce/bits/institutohispano.html</a>	
<b>Montgomery College Cosmetology Program</b>	51 Mannakee St.	Rockville	MD	20850	240-567-5188 Email: wdce@montgomerycollege.edu	Test and licensing preparation for barbering, cosmetology, make up, braiding, and nail technicians	<a href="http://www2.montgomerycollege.edu/departments/wdce/ce/cosmetology.html">http://www2.montgomerycollege.edu/departments/wdce/ce/cosmetology.html</a>	

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<b>Montgomery College Early Childhood Education Program</b>	51 Mannakee St.	Rockville	MD	20850	240-567-5188 Email: wdce@montgomerycollege.edu En español: 240-567-3827, Nelida Andres, Bilingual Program Coordinator nelida.andres@montgomerycollege.edu	Early Childhood Education courses that meet state and local licensing requirements.	<a href="http://cms.montgomerycollege.edu/wdce/ce/earlychild.html">http://cms.montgomerycollege.edu/wdce/ce/earlychild.html</a>	
<b>National Apartment Association</b>	4300 Wilson Blvd. Suite 400	Arlington	VA	22203	703-518-6141	Nationally recognized industry certifications as apartment leasing professional, apartment managers, and apartment maintenance technician.	<a href="https://www.naahq.org/education-careers">https://www.naahq.org/education-careers</a>	
<b>People-4-People Employment Assistance of Immanuel's Church</b>	16819 New Hampshire Ave.	Silver Spring	MD	20905	301-989-4673 Email : info@Immanuel.org	Offers job training, professional development training, one-on-one career and spiritual counseling.	<a href="http://people-4-people.org/">http://people-4-people.org/</a>	
<b>Spanish Speaking Community of MD, Inc</b>	8519 Piney Branch Rd.	Silver Spring	MD	20901	301-587-7217	Resume writing and employment applications with focus on citizenship and broader immigration servies.	<a href="http://spanishcommunityofmd.org/servicesinenglish.html">http://spanishcommunityofmd.org/servicesinenglish.html</a>	



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<b>Samaritan Ministry of Greater Washington STRIVE</b>	128 M St. NW	Washington	DC	20001	202-484-1264	Two or three-week job readiness training course leading to employment and retaining that employment.	<a href="https://www.samaritanministry.org/content/job-assistance">https://www.samaritanministry.org/content/job-assistance</a>	
<b>Welcome Back Center of Suburban Maryland Montgomery County Dept. of Health and Human Services</b>	8630 Fenton Street 10th Floor	Silver Spring	MD	20910	240-777-3168 Contact: Tirsit Weldehawariat Services Coordinator Email: tirsit.weldehawariat@montgomerycountymd.gov	Serves internationally trained health professional currently living in Maryland, with a focus on Montgomery, Prince Georges, and Frederick Counties.  Academic training, including English as a Second Language instruction. Pre-employment services for health-related jobs, career development support, and job readiness training.	<a href="http://lhiinfo.org/en/programs-and-activities/welcome-back-center-of-suburban-maryland/">http://lhiinfo.org/en/programs-and-activities/welcome-back-center-of-suburban-maryland/</a>	Must have birth certificate, social security, identification, past education or employment info.  Fact Sheet about services in Amharic, Chinese, Korean, Spanish, English, French, Russian, Vietnamese.
<b>Career Catchers</b>	640 E. Diamond Avenue Suite C	Gaithersburg	MD	20877	301-495-6393 x8 Email: mana@careercatchers.org	Teaches effective job search techniques, including networking and the use of on and off-line resources. Provides One-on-One Employment Counseling, Mentoring and Tutoring, Skills Training Workshops, Retreats, Events, Employment Group Sessions, and Weekly Job Club.	<a href="http://www.careercatchers.org/contact-us/">http://www.careercatchers.org/contact-us/</a>	Job Club meets Wednesdays 11:00 AM-1:00PM

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<b>Upwardly Global Suburban Washington Resettlement Center</b>	8719 Colesville Road 3rd Floor	Silver Spring	MD	20910	301-562-8633 x227	Provides free job search training and services, online and in person, to help work-authorized, skilled immigrants and refugees rebuild professional careers in the U.S.	<a href="http://www.upwardlyglobal.org/skilled-immigrant-job-seekers">http://www.upwardlyglobal.org/skilled-immigrant-job-seekers</a>	Requirements: Permanent resident/refugee/asylee/affirmative pending asylum status with full work auth. BA or higher from a non-U.S. institution. Min. of 2 years work experience outside the U.S. Living in the U.S. for 5 years or fewer. Have not worked in the U.S. in your prof. field. Possess computer skills and access, and intermediate+ English fluency. Highly motivated to completing training quickly and pursue a U.S. job search.
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