

EMPLOYMENT RESOURCE LIST

NAME OF ORGANIZATION	TELEPHONE	SERVICES	COST
Job Quest Adventist Community Services 501 Sligo Avenue Silver Spring, MD	301-585-6556 kevin@acsgw.org job_quest@acsgw.org	Job Search Workshops covering job search skills, interview www.acsgw.org	no charge, registration required
A Wider Circle Center for Professional Development 9159 Brookville Road Silver Spring, MD 20910	301-608-3504 contact@awidercircle.org	Job training, career center, one-on-one assistance, professional clothing www.awidercircle.org	free of charge
CASA de Maryland - Welcome Centers 734 University Boulevard, E. Silver Spring, MD 20903 2729 University Blvd Wheaton, Maryland 20902 16642 Crabbs Branch Way Rockville, MD 20855	301-431-4177 301-933-4461 301.926.0810	Employment placement services combined with ESOL classes, vocational training, legal services, and community organizing to help workers achieve economic self- sufficiency. 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, heating, A/C, drywall and painting.	
Employment Readiness Program 201 E. Diamond Ave, 3rd Floor Gaithersburg, MD	301-740-2523 x971, 973 Nerio Belzares	Job orientations, job list distribution, job readiness workshops, one on one services www.catholiccharitiesdc.org	
Excel Institute 2851 V Street, NE Washington, DC 20018	202-387-1550	http://www.theexcelinstitute.org/ Career Counseling & Job Placement Services available for graduates only. Automotive Technician, General Maintenance, Safety & Pollution Prevention trainings available.	DC Residency, Birth Certificate, Social Security, \$50 Fee
Families Foremost Center 451 Hungerford Drive Rockville, Maryland 20	301-585-3424	http://www.mhamc.org/html/pages/services/ Offers employment readiness sessions	Programs for pregnant mothers and mothers of young children; free
Gilchrist Center for Cultural Diversity 2424 Reddie Drive, Suite 220 Wheaton, MD 20902	240-777-4940	Job Search Workshop provides intensive assistance in resume and cover letter writing, online job search, and interview practice; once a week for eight weeks. http://www.montgomerycountymd.gov/gilchrist/ contact_us.html	\$25

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Housing Opportunities Commission 10400 Detrick Avenue Kensington, Maryland 20895	240-773-9000	Employment Initiative - 5 year program offers job support group, workplace skills, free classes, resume development, interview techniques, volunteer work placement, & job placement.	Families in public housing and Housing choice voucher program
Interfaith Works - Community Vision 8210 Dixon Avenue Silver Spring, MD 20910	301-585-4471	Job readiness and computer training to the homeless community http://www.iworksmc.org/696-2/	Referral required
Jewish Council for the Aging 12320 Parklawn Drive Rockville, Maryland 20852	301-255-4200 240-395-0918	<i>Career Gateway Program</i> provides resume building, interviewing skills, and job search assistance. <i>Senior Community Service Employment Program</i> offers on the job training	Over 55 years of age \$75 Fee Meet income requirement and 55 and older that live in Montgomery and Frederick county.
Liberty's Promise 1010 Pendleton Street Alexandria, Virginia 22314	703-549-9950	Internship placement for 8 weeks in government agencies, non-profits, small businesses	Age requirement 15 to 21 years Free
Lutheran Social Services - NCA 8719 Colesville Road 3rd Floor Silver Spring, Maryland 20910	301-562-8633	Offers employment assistance and training for refugees & asylees only. http://www.lssnca.org/lss/www_refugee_employment_services	Must have bachelor's degree or higher from outside of the U.S. Live in Montgomery, Prince Georges, Baltimore City, Carroll, Harford, Anne
Maryland Multicultural Youth Center 1320 Fenwick Lane Suite 600 Silver Spring, Maryland 20910	301-495-0441 ext. 224	Job counseling, placement and readiness training on resume development and interviewing skills	Must be between 16 to 21 to participate.
Maryland Workforce Exchange		https://mwejobs.maryland.gov/vosnet/Default.aspx Online job search services, including listings. Registration with MWE enables clients to enroll in job training courses at Montgomery Works. Social Security number required for registration. Some services available if logged in as "guest."	
Montgomery Works - One Stop Workforce Center 11160 Veirs Mill Rd Wheaton MD 20902 701 Russell Ave Gaithersburg	301-929-6880 301-519-8253	www.montgomeryworks.com Workshops, job postings, computer access, job counseling , Workplace English for Hospitality.	Many services available at no cost.
Montgomery College Business and Information Technology	240-567-5188	Courses in commercial drivers license, computer technology, food safety, green training, hospitality, human resources, insurance, LEED, management, marketing, mediation, fitness trainer, project manager, tax return preparer. www.montgomerycollege.edu/wdce/bits.html	various

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<p>Instituto Hispano de Negocios y Entrenamiento</p> <p>Gaithersburg Business Training Center 12 South Summit Avenue Gaithersburg, MD 20877</p>	<p>Liliana Arango</p> <p>240-567-3824 liliana.arango@montgomerycountymedu</p>	<p>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.</p> <p>www.montgomerycollege.edu/wdce</p>	<p>various</p>
<p>Health Sciences Institute</p> <p>7977 Georgia Avenue Silver Spring, MD 20910</p>	<p>240-567-5188</p>	<p>Certified Nursing Assistant, Entry-level Health Career Training</p> <p>www.montgomerycollege.edu/wdce/healthsciencesinstitute.html</p>	<p>various</p>
<p>Career Coach</p>		<p>online career search tool www.cms.montgomerycollege.edu</p>	<p>no charge</p>
<p>Cosmetology Program</p>	<p>240-567-5188 joy.wilson@montgomerycollege.edu</p>	<p>Test and licensing preparation for barbering, cosmetology, and nail technicians. www.montgomerycollege.edu/wdce/ce/cosmetology.html</p>	<p>various</p>
<p>Early Childhood Education Program</p> <p>Gaithersburg Business Training Center Westfield South Office Building</p>	<p>nelida.andres@montgomerycollege.edu</p>	<p>Early Childhood Education courses that meet state and local licensing requirements.</p> <p>www.montgomerycollege.edu/wdce/ce/earlychild.html</p>	<p>various</p>
<p>ESOL for Healthcare, ESOL for Customer Service, ESOL for Building Trades</p>	<p>240-567-8838 glenn.knapp@montgomerycollege.edu</p>	<p>English and basic skills for entry-level health care jobs www.montgomerycollege.edu/wdce/aelg/</p>	<p>\$90 for 100 hours of training</p>
<p>National Apartment Leasing Professional</p>	<p>Liliana Arango, 240-567-3824 liliana.arango@montgomerycollege.edu</p>	<p>Nationally recognized industry certifications as apartment leasing professional and apartment maintenance technician.</p> <p>www.Montgomerycollege.edu/wdce/</p>	<p>\$330, scholarships may be available</p>
<p>Apartment Maintenance Technician</p>	<p>John Phillips, 240-567-7942 john.phillips@montgomerycollege.edu</p>		
<p>Resume Writing Open Lab and Job Clubs</p> <p>Westfield South Office Building 11002 Veirs Mill Road 3rd Floor, Suite 306, Room 306C</p>	<p>Chauncy Butcher chauncy.butcher@montgomerycollege.edu</p>	<p>periodic meetings, primary for Montgomery College students</p>	<p>no charge for MC students</p>

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People-4-People Employment Assistance of Immanuel's Church	Angela Cooper [acooper@immanuels.org]	Employment readiness workshops, job fairs, job listings. http://people-4-people.org/index.php	No charge.
Spanish Catholic Center 201 E. Diamond Avenue 3rd Floor Gaithersburg, Maryland 20877 Gaithersburg Connects	301-740-2523 240-777-2069	Job counseling and placement Job Club, 4th Wednesdays, 2-4pm	None
Spanish Speaking Community of MD, Inc 8519 Piney Branch Road Silver Spring, Maryland	301-587-3527	Job referrals	None
Strive DC 715 I Street North East Washington, DC 20002	202-484-1264 202-587-0807	Helps unemployed people who live in the Washington, DC area get training and find jobs	Must have birth certificate, social security, identification, past education or employment info
Welcome Back Center of Suburban Maryland Montgomery County Department of Health and Human Services 8630 Fenton Street, 10th Floor Silver Spring, MD 20910	240-777-3168 Carmen I. Sáenz, carmen.saenz@montgomerycountymd.gov	Pre-employment services, academic training, and individualized case management to support the return of internationally-trained health professionals to the workforce. lhiinfo.org/en-programs-and-activities/welcome-back-center New applicants accepted by cohort, contact Center to get on waiting list.	

This list is compiled by the Gilchrist Center without endorsing the services provided.

