

Hired's Office and Medical Administrative Professionals Training

Benefits

- Free career training program for eligible participants.
- Average starting wage \$20-\$24/hr
- Job coach and employment opportunities with Children's MN Hospital, North Memorial Health, CVS Health, M Health Fairview, MNGi and more.
- Support services available

Training & Certification Includes

- Business communication and professionalism
- Job readiness skills; resumes and interviewing
- Problem solving and de-escalation best practices
- Mental Health First Aid
- Medical Terminology
- Northstar Digital Literacy Certifications (Microsoft Word, Excel and Powerpoint)



Schedule

January 12, 2026 - February 26, 2026
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
- 1 year of customer service experience
- 6 months admin experience and/or some college (not required, but preferred)
- Can type 30 words per minute
- Some experience with Microsoft Office
- Low-income household eligibility

More Information

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



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