



GRACE
INSTITUTE

Tuition Free Job Training

*Grace Institute helps women transition back into the workforce.
We teach the technical and professional skills that are in demand.*

Classes Begin September 2017

WHAT WE OFFER:

- Five months of tuition-free computer and professional training (*HRA-approved site*)
- One year of job-placement services in administrative and customer-support positions
- Workshops with corporations and executives
- Participant Assistance Department
- A community of collaboration and confidence

Eligibility:

- English Fluency
- Eligible to Work in the U.S
- High School Diploma or GED/TASC
- Ages: 18-64
- Monday-Friday, 9am-4pm

Administrative Professional Program:

- Healthcare
- Legal
- Financial
- Corporate Retail
- Non-Profit

Top Employers:

- Catholic Charities
- Macy's Corporate Office
- Kane Kessler, P.C.
- Latham and Watkins
- CityMD
- Weill Cornell Medical



ATTEND AN OPEN HOUSE AND LEARN MORE!

Tour our classrooms, meet the staff and learn more about the application process.
PLEASE VISIT OUR WEBSITE TO REGISTER FOR AN OPEN HOUSE

www.graceinstitute.org/admissions@graceinstitute.org

GRACE
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40 Rector Street, 14th Floor
New York, NY 10006
212-832-7605

VIA MASS TRANSIT

Rector Street: R & 1
Wall Street: 4 & 5
Fulton Street: A, C, E, J, Z, 2, 3, 4, &