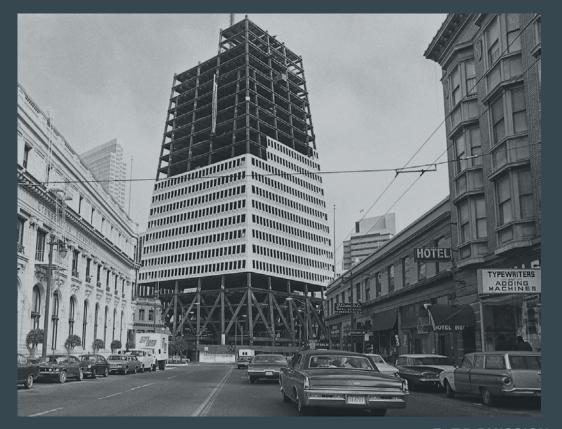
## Mission Hiring Hall



### **Mission Hiring Hall**

started in 1971 as part of community efforts to address social and economic issues in the Mission district.

Since that time, the organization has expanded to serve residents all over the City.





**Mission Hiring Hall has two** offices connecting San Francisco residents to workforce training and placement in various sectors with an emphasis on the construction sector. One office located in the Mission at 3080 16th Street with the second office located at 1048 Folsom Street.





## **Our Programs**

General Employment

Employment Search
Services

- Construction
  - CityBuild Academy
  - CAPSA (Construction Administration Training)

- Hospitality
  - Hotels and Restaurants
  - Security Guard
  - Retail and CustomerService
  - CityDrive



## CityBuild Academy

Construction Pre-Apprenticeship Training program to prepare San Francisco residents to begin careers in construction apprenticeships.



## CITYBUILD ACADEMY



- Construction job readiness training
- Employment sponsorship as a union apprentice
- Tool and union initiation assistance
- Math tutoring and preparation
- Up to 10 construction certifications
- Support from dedicated employment case managers & liaisons

#### Steps to be Accepted

Attend Information Orientation



Enroll in Job Readiness Training for Construction

CityBuild Academy Starts Spring 2022!

finimum Qualifications

San Francisco resident







COLLEGE

OF SAN FRANCISCO



3080 16th St. San Francisco, CA 94103 415,626,1919















# CityBuild Pro | CAPSA (Construction Administration and Professional Services Academy)

CAPSA is a City College semester long training which prepares San Francisco residents for entry level careers into the administrative side of the construction industry. The training takes place at SF City College's Mission Center.





## HIRING

#### CityBuild Pro/CAPSA

(Construction Administration and Professional Services Academy)



#### CAPSA Curriculum:

- Microsoft Office: Excel, Word, PowerPoint, Outlook
- Introduction to Construction Management
- Construction Administration Documents and Communications
- Soft/Power Skills, Job Readiness, and Workplace Etiquette
- Professional Lecture Series

#### Eligibility Requirements:

- 18 years or older
- · San Francisco resident with proof of domicile
- · Authorized to work in the U.S.
- English proficiency
- Basic computer literacy
- 30 WPM typing speed
- Complete a Job Readiness Training (JRT) orientation

#### Preferred Requirements (Equivalencies also considered):

- Some college, university, or training certification
- 1 Year of previous administrative or construction field experience
- Basic construction management knowledge
- Valid California Driver's License

#### To be considered in the selection process, you must apply, <u>ATTEND AND COMPLETE</u> a JRT training.

#### Three-Day Job Readiness Training Orientation Dates

JRT	Date	Time
#1	Monday, April 15 - Wednesday, April 17	1:00PM - 3:00PM
#2	Monday, May 13 - Wednesday, May 15	1:00PM = 3:00PM
#3	Monday, June 17 - Wednesday, June 19	1:00PM = 3:00PM
#4	Monday, July 15 = Wednesday, July 17	1:00PM - 3:00PM

#### Program Info:

In Person Classroom Training: January 2024 – May 2024

#### Location

Mission Hiring Hall 1048 Folsom Street (@Russ), San Francisco, CA 94103

City College Mission Campus 1125 Valencia Street San Francisco, CA 94110

#### For more information

Daniel

Senior Workforce Advisor dbraikovich@missionhimghall.org

#### Elizabeth

Program Counselor evazquez@missionhiringhall.org





1048 Folsom Street San Francisco, CA 94103 (415) 865-2105



# CityBuild Pro | CAPSA (Construction Administration and Professional Services Academy)

A training program for construction-related office and administrative positions.

Done in partnership with Office of Economic and Workforce Development and City College of San Francisco.

Provides job readiness training, intensive case management, and vocational skills training.

Internship opportunities with construction companies, contractors, and architectural firms

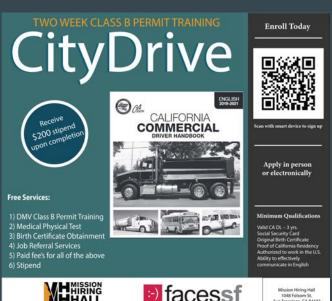
### Participant Requirements:

- San Francisco resident
- At least 18 years of age
- High school diploma or GED preferred
- Social Security card and Valid CA driver's license
- U.S. citizen or able to work in the U.S.
- Familiar with computer software
- Typing speed of 25 words per minute
- Able to communicate effectively in English (ESL Level 5 or 6)
- Able to commit to a City College semester of training



## CityDrive

A two week remote training program where job seeking residents can earn a Class B Permit.



OFFICE OF ECONOMIC &

1048 Folsom St. San Francisco, CA 94103 415.865.2105

www.missionhiringhall.org

#### Benefits for attending CityDrive

- Class B Permit Fee supported
- Case Management Services
- Class B Permit Curriculum
- Free Medical Screening\*
- \$200 Stipend upon completion
- \*medical clearance required for SFMTA Transit Operators



## Hospitality

### Security

- California Guard Card training course and application
- Building and Property Security
- Event Security





## Thank you!

