

Mission Hiring Hall

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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 Customer
Service
- CityDrive

CityBuild Academy

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




FREE CONSTRUCTION TRAINING 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



Scan with smart device to sign up

Enroll in Job Readiness Training for Construction

CityBuild Academy Starts Spring 2022!

Minimum Qualifications

- Age 18 years or older
- Authorized to work in the U.S.
- High School Diploma or GED
- Valid CA Driver's License
- San Francisco resident with proof
- Ability to Pass Drug Test

MISSION HIRING HALL
1048 Folsom St.
San Francisco, CA 94103
415.865.2105

CITYBUILD
Charity Cultural Services Center
傳愛文化服務中心

APRE
San Francisco

SAN FRANCISCO OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

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CITY COLLEGE
OF SAN FRANCISCO

3080 16th St.
San Francisco, CA 94103
415.626.1919

www.missionhiringhall.org



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.

HAVES
project and document controls
Arlene Chaves & Associates

BOLDT
The Boldt Company

CAHILL
Cahill Contractors

EMERSON
Emerson Automation Solutions

HERRERO BUILDERS
Herrero Builders Incorporated

nibbi
Nibbi Brothers General Contractors

Pankow
Pankow Builders

Suffolk
Suffolk Construction

SWINERTON
Swinerton Builders Incorporated

WEBCOR
Webcor Builders

CityBuild Pro/CAPSA (Construction Administration and Professional Services Academy)

Mission Hiring Hall (MHH), San Francisco Mayor's Office of Economic and Workforce Development (OEWD), and City College of San Francisco (CCSF) are looking for candidates interested in the CAPSA training program. CAPSA provides the training necessary to be placed into employment with local construction companies in an administrative position.

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, ATTEND AND COMPLETE 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 (@Ruus),
San Francisco, CA 94103

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

For more information, contact:
Daniel
Senior Workforce Advisor
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Elizabeth
Program Counselor
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MISSION HIRING HALL
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**.



TWO WEEK CLASS B PERMIT TRAINING

CityDrive

Receive \$200 stipend upon completion

Free Services:

- 1) DMV Class B Permit Training
- 2) Medical Physical Test
- 3) Birth Certificate Obtainment
- 4) Job Referral Services
- 5) Paid fees for all of the above
- 6) Stipend

Enroll Today



Scan with smart device to sign up

Apply in person or electronically

Minimum Qualifications

- Valid CA DL – 3 yrs.
- Social Security Card
- Original Birth Certificate
- Proof of California Residency
- Authorized to work in the U.S.
- Ability to effectively communicate in English

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facesstf

MISSION HIRING HALL

SFMTA

SAN FRANCISCO OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

TEAMSTERS LOCAL 665

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



The flyer features the Mission Hiring Hall logo in the top left, with 'MH' in a stylized orange and white font, and 'MISSION HIRING HALL' in black. To the right, the text 'Security Guard Training' is written in a large, bold, black font. Below this, a list of benefits is provided: 'Job Referrals and Application Assistance', 'Powers to Arrest Training', and 'Weapons of Mass Destruction Awareness'. A photograph of a smiling woman in a dark security uniform is positioned on the right side. Underneath the benefits, the 'Enrollment Requirements' are listed: 'Registered Mission Hiring Hall client', 'Clear criminal record', and 'San Francisco resident'. A QR code is located at the bottom left, with the instruction 'Scan with smart device to sign up!' below it. At the bottom right, there is a Zoom icon and the text 'Class through Zoom |', followed by the address: 'South of Market Office: (415) 865-2105, 1048 Folsom Street, San Francisco, CA 94103'.

MH MISSION HIRING HALL

Security Guard Training

- Job Referrals and Application Assistance
- Powers to Arrest Training
- Weapons of Mass Destruction Awareness

Enrollment Requirements:

- Registered Mission Hiring Hall client
- Clear criminal record
- San Francisco resident

Class through Zoom | 

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Scan with smart device to sign up!

Thank you!