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*A directory of education,  
employment, and training  
programs for  
Cambridge residents*

To Residents and Colleagues,

The Office of Workforce Development is pleased to present the ninth edition of Cambridge Works and Learns. The directory includes descriptions of organizations which offer programs in job training, job placement assistance, education, and computer services for both youth and adult residents of Cambridge.

We intend the directory to be used by residents, and agency and business personnel as an information, referral and networking resource. As part of the Office of Workforce Development's continued efforts to coordinate access to and delivery of employment services in Cambridge, we hope the directory will guide the selection of education and employment services for individuals and inspire collaborations between programs.

For more information about the initiatives of our office, please contact us at 617-349-6234 or visit our website at [www.cambridgema.gov/DHSP2/owd.cfm](http://www.cambridgema.gov/DHSP2/owd.cfm). We welcome your input and wish you luck with your education or career-related efforts.

Sincerely,

Sue Walsh, Director  
Office of Workforce Development

*June, 2005*

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# Youth Programs

Cambridge Community Services (CCS)

**City Links**

99 Bishop Allen Drive  
Cambridge, MA 02139

City Links is an after-school internship program that provides new immigrant high school students with extensive exposure to public sector education and careers. The program's comprehensive services include: paid internships in municipal government agencies; academic tutoring and test preparation; one-to-one guidance from adult mentors; and assistance in accessing post-secondary opportunities. Students also attend a weekly seminar that covers government structure, immigration history, civic leadership, and job readiness skills. The program serves twenty Cambridge Rindge and Latin School juniors and seniors who are enrolled in the Bilingual Program.

**ELIGIBILITY**

- Cambridge Rindge & Latin School - Bilingual Program student
- Junior or senior
- Demonstrated interest in exploring public sector careers

**PROGRAM DATES**

Year-round, with fall enrollment

**APPLICATION PROCESS**

Contact Cambridge Community Services.

**CONTACT**

Sandra Cañas  
Program Director  
Telephone: 617-876-5214  
Email: scanas@cambridgecommunity.org

Cambridge Rindge and Latin School  
**Cooperative Education at RSTA**  
459 Broadway  
Cambridge, MA 02138

The Rindge School of Technical Arts (RSTA) will offer a Cooperative Education Program to seniors enrolled in RSTA courses for two or more periods. Students are placed in paid worksites related to their career interest. Cooperative Education is available during school and after school hours

**ELIGIBILITY**

Any CRLS senior who is in good academic standing and who is taking two or more periods in a RSTA program.

**PROGRAM DATES**

School year

**APPLICATION PROCESS**

Applications are available in the spring for the following fall at the RSTA Office.

**CONTACT**

Rindge School of Technical Arts Office, Room R123  
Telephone: 617-349-7762

Just A Start  
**Cambridge TeenWork**  
432 Columbia Street, Unit 12  
Cambridge, MA 02141

TeenWork is an employment program that helps secure jobs in the private sector for Cambridge youth. TeenWork provides job skills training and counseling support throughout the term of employment.

**ELIGIBILITY**

- A Cambridge resident
- Age 16 or older
- Currently in high school with an overall passing grade of 75% (C+) or better and school attendance record of 85% or better

**PROGRAM DATES**

Ongoing

**APPLICATION PROCESS**

Pick up an application at the CRLS Youth Employment Center (A301). You can also visit our website at [www.justastart.org](http://www.justastart.org).

**CONTACT**

Susan Mills  
Program Coordinator  
Telephone: 617-494-0444 x315  
Email: [susanmills@justastart.org](mailto:susanmills@justastart.org)

Just A Start  
**Career Connection**  
1175 Cambridge Street  
P.O. Box 410310  
Cambridge, MA 02141

Career Connection is a year-round after-school and summer program aimed at improving school attendance and performance and motivating students to plan for their futures through:

- Homework support and academic enrichment
- Career exploration
- Leadership development
- Employment skills training
- Mentor opportunities
- Paid employment through Just A Start's Summer Youth Enrichment Program

**ELIGIBILITY**

- Ages 14 - 16
- Entering 9<sup>th</sup> through 11<sup>th</sup> grade at CRLS
- Meet low-income criteria

**PROGRAM DATES**

Ongoing

**APPLICATION PROCESS**

Contact Phillip Haddix

**CONTACT**

Phillip Haddix  
Program Coordinator  
Telephone: 617-492-1460 x12  
Email: [careerconnection@justastart.org](mailto:careerconnection@justastart.org)

Just A Start  
**Just A Start's Summer Youth Enrichment Program**  
1175 Cambridge St.  
P.O. Box 410310  
Cambridge, MA 02141

Just A Start's Summer Program provides paid community service/work experience to youth crews that do painting and beautification work around the city. The program also provides academic enrichment activities that are interesting and fun, and provides employability and life skills instruction. There is also a special program for youth who participate in summer school or summer MCAS preparation. Call for details.

**ELIGIBILITY**

- A Cambridge resident
- Ages 14-18

**PROGRAM DATES**

From 07/05/05 through 08/12/05.

**APPLICATION PROCESS**

Apply through the Mayor's Summer Youth Employment Program in May, listing Just A Start as "specific worksite request."

**CONTACT**

Phillip Haddix  
Telephone: 617-492-1460 x12  
Email: [careerconnection@justastart.org](mailto:careerconnection@justastart.org)

Just A Start  
**YouthBuild**  
1175 Cambridge Street  
Cambridge, MA 02139

YouthBuild/Just A Start, an AmeriCorps alternative education and training program, provides services for out of school youth leading to a GED or high school diploma. The program also offers counseling, career planning, transition to college, and training in employability and life skills, along with the chance to give back to the community.

Students spend half of their time in the classroom and the other half on community service sites, which involves constructing and renovating low-income housing. Graduates of the program can transition into career-related employment and/or post-secondary education and receive active follow-up services for a full year after completing the program.

**ELIGIBILITY**

- Ages 17 - 24
- Meet low-income criteria
- Have dropped out of school
- Interested in providing community service
- Ready to make positive life changes

**PROGRAM DATES**

Program cycles begin in the fall and winter

**APPLICATION PROCESS**

Application process begins in July; contact the program for further information.

**CONTACT**

Sarcha Zimmerman  
Telephone: 617-492-1460 x10

Cambridge Rindge and Latin School  
**Office of Special Education**  
**Functional Academics Internship Program**  
459 Broadway  
Cambridge, MA 02138

The Office of Special Education (O.S.E.) Program provides paid internships for school credit in the student's area of interest.

**ELIGIBILITY**

- A CRLS student in the Functional Academics Program who is receiving vocational services on an I.E.P. (Individualized Education Plan)
- Recommendations from I.E.P. Liaison and Guidance Counselor

**PROGRAM DATES**

School year

**CONTACT**

Tracy Duffey Finstein  
O.S.E. Functional Academics Internship Program  
Email: [tfinstein@cpsd.us](mailto:tfinstein@cpsd.us)

Office of Workforce Development  
**Cambridge Neighborhood Service Project**  
51 Inman Street, 2<sup>nd</sup> floor  
Cambridge, MA 02139

The Cambridge Neighborhood Service Project is a paid ten-week community-based service-learning program that introduces young people to the world of work through fun and educational neighborhood projects.

**ELIGIBILITY**

- A Cambridge resident
- Age 14 or 15

**PROGRAM DATES**

Winter / Spring

**APPLICATION PROCESS**

Pick up an application at one of the Cambridge Youth Centers or at the CRLS Youth Employment Center (A301).

**CONTACT**

George Hinds  
Youth Services Coordinator  
Telephone: 617-349-6234  
Email: [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov)

Office of Workforce Development  
**Mayor's Summer Youth Employment Program**  
51 Inman Street, 2<sup>nd</sup> floor  
Cambridge, MA 02139

The Mayor's Summer Youth Employment Program provides jobs in the public and non-profit sectors for six weeks in the summer. The program provides job counseling, college tours and employability skills.

**ELIGIBILITY**

- A Cambridge resident
- Ages 14 - 18 (limited placements available for those 16 - 18)

**PROGRAM DATES**

July-August

**APPLICATION PROCESS**

In the spring, applications are available at the CRLS Youth Employment Center (A301), Cambridge Youth Centers, City Hall, elementary schools and at 51 Inman Street, 2<sup>nd</sup> floor.

**CONTACT**

George Hinds  
Youth Services Coordinator  
Telephone: 617-349-6234  
Email: [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov)

Office of Workforce Development  
**Youth Employment Center (A301)**  
Cambridge Rindge and Latin School  
459 Broadway  
Cambridge, MA 02138

The Youth Employment Center provides referrals for youth to employment and youth development programs and the necessary applications and information about program guidelines. Staff provide employment counseling and workshops on resume writing, career exploration, and job readiness training.

**ELIGIBILITY**

- A Cambridge resident between 14 and 21 years old

**PROGRAM DATES**

Ongoing

**APPLICATION PROCESS**

Stop by the CRLS Youth Employment Center (A301) for more information.

**CONTACT**

Jeannette Herrmann Sheahan  
Youth Employment Coordinator  
Telephone: 617-349-6234  
Email: [jherrmann@cambridgema.gov](mailto:jherrmann@cambridgema.gov)

Cambridge Housing Authority (CHA)  
**The Work Force**  
675 Massachusetts Avenue  
Cambridge, MA 02139

The Work Force Youth Program offers a structured series of work and community-based learning experiences for youth in CHA housing. The program teaches job and life skills, provides college preparatory activities, including college trips and help with the application process, and provides jobs and workplace mentoring. The program offers students academic support, information about career opportunities and academic scholarships to seniors going on to post-secondary education.

**ELIGIBILITY**

- Ages 13 - 19
- Living in CHA public housing
- Currently enrolled in school

**PROGRAM DATES**

Fall and Spring Cycles

**APPLICATION PROCESS**

Contact the Work Force office nearest you.

**CONTACT**

Leonardine Pacombe	Tanya Trayer	Reyita Ramos
Jefferson Park	Roosevelt Towers	119 Windsor St.
617-499-7110	617-499-7169	617-499-7107

# **Adult Programs**

## Job Placement Assistance

## **Cambridge Employment Program**

51 Inman Street  
Cambridge, MA 02139

The Cambridge Employment Program (CEP) is funded by the City of Cambridge and the Cambridge Housing Authority and overseen by the Office of Workforce Development. CEP offers job-matching services for job-ready Cambridge residents.

Clients of CEP receive the following services:

- Personalized career goal setting
- Assessment of interests, skills and work/life history
- Assistance with finding appropriate job leads, as needed
- The opportunity to participate in work-readiness activities
- Assistance with resume writing and interview skills

### **ELIGIBILITY**

- A Cambridge resident age 18+

### **PROGRAM DATES**

Services are available throughout the year, from 8:30 a.m. - 8:00 p.m. on Monday; 8:30 a.m. - 5:00 p.m. Tuesday through Thursday; and 8:30 a.m. - 12:00 noon on Friday. Please call for an appointment.

### **APPLICATION PROCESS**

To pre-register, come to the office at 51 Inman St.

### **CONTACT**

Priscilla Lopes  
Telephone: 617-349-6166

### **COST**

None

**Career Source**

186 Alewife Brook Parkway, Suite 310 (Fresh Pond Mall)  
Cambridge, MA 02138

Career Source is a one-stop career center that offers job seekers assistance with their search for employment. Career Source offers the following services at no cost:

- Job search assistance
- Resume preparation
- Job openings throughout the state
- Information on education and training programs
- Information on eligibility for training programs
- Information about financial aid for training programs
- Workshops on networking, interviewing, stress management, career exploration and more
- An on-site library with a variety of career resources
- A computer lab for writing resumes and cover letters

Additional fee-based services are available for selected classes and services.

**ELIGIBILITY**

Eligibility varies

**PROGRAM DATES**

Services available throughout the year

**APPLICATION PROCESS**

You may apply in person or call to set up an appointment.

**CONTACT**

Call 617-661-7867 or visit [www.yourcareersource.com](http://www.yourcareersource.com)

**COST**

Most services are free, with some intensive services available for a fee.

**Community Enterprises - Boston, Inc.**

561 Windsor Street  
Somerville, MA 02143

Community Enterprises provides training and placement services to individuals with barriers to employment. Participants receive assistance identifying where work fits in their lives and what steps they might take to prepare for and find rewarding jobs. Services include:

- In-House Work Skill Training/Work Experience at CEI's Career Center
- Vocational Evaluation and Assessment
- Individual Job Development Assistance - resume preparation, interviewing and job search techniques
- Job Placement
- Follow Along/Job Coaching/Extended Supports

**ELIGIBILITY**

You must want to work. CEI has a number of public funding sources. You must have secured funding from a participating source before you can receive CEI's services.

**PROGRAM DATES**

Services offered continuously throughout the year

**APPLICATION PROCESS / CONTACT**

Call CEI Monday through Friday, from 8:30 a.m. to 3:30 p.m. at 617-666-0990.

**COST**

Services are funded by a variety of public sources, including Massachusetts Rehabilitation Commission and Department of Mental Retardation

The Department of Transitional Assistance  
**Employment Services Program**  
1 Davis Square, Somerville, MA 02144

The Employment Services Program at the Department of Transitional Assistance assists with employment, job training and education services. Some services may be offered at your local DTA office, but most are offered through state and private agencies. A Transitional Assistance worker at your local DTA office will determine if you are eligible for program services.

Assistance is available in these areas:

- Job Search
- Job Training
- Education - language, literacy, and GED classes

**ELIGIBILITY**

- Family must be receiving TAFDC and individual's name must be included on the family budget
- Limited assistance is available to people receiving Food Stamps only

**PROGRAM DATES**

Services available throughout the year

**APPLICATION PROCESS**

Contact your Benefit Eligibility Worker at 1 Davis Square in Somerville Monday– Friday, 7:30 a.m.– 5:15 p.m.

**CONTACT**

Somerville DTA office at 617-629-1400

**COST**

None

**Ethiopian Community Mutual Assistance Association, Inc.**  
552 Massachusetts Avenue  
Cambridge, MA 02139

The Ethiopian Community Mutual Assistance Association (ECMAA) is working to build a support network to assist Ethiopian refugees and immigrants to become self-sufficient, productive participants in America, while preserving and enhancing their cultural heritage. ECMAA offers assistance with the following services:

- Employment - referral to training services and job placement
- Education - AIDS/HIV Prevention
- Housing - assisted search for affordable units to rent
- Cultural Orientation - on-site information sessions on American culture and legal rights
- Interpretation - at court hearings, hospitals, law offices and social service agencies
- Translation - Amharic to English and English to Amharic
- Referral - directions to a wide range of legal, employment, health, education and public assistance services

**ELIGIBILITY**

Ethiopians and other African refugees or immigrants residing in the Greater Boston area

**PROGRAM DATES**

Services available from 9:00 a.m.-5:00 p.m.

**APPLICATION PROCESS / CONTACT**

Call 617-492-4232 for an appointment.

**COST**

Services are free and donations are accepted

Catholic Charities  
**Foster Grandparents Program**  
270 Washington Street  
Somerville, MA 02143

The Foster Grandparents Program is an inter-generational program for men and women who have a sincere desire to serve the needs of children in day care centers, Head Start programs and elementary school classrooms. Training is provided and volunteers who meet federal income guidelines are eligible to receive an hourly stipend and other benefits including paid vacation leave.

**ELIGIBILITY**

- 60 Years of age or older
- No longer in the regular workforce
- Able to volunteer a minimum of 15 hours a week

**PROGRAM DATES**

Year round

**APPLICATION PROCESS**

Pick up an application at Washington Street address or contact Program Coordinator

**CONTACT**

Tara Anderson, Program Coordinator  
Telephone: 617-625-1920  
Email: Tara\_Anderson@ccab.org

**COST**

None

**Massachusetts Rehabilitation Commission**

Vocational Rehabilitation Division

1 Davis Square

Somerville, MA 02145

The Vocational Rehabilitation Program assists individuals with physical, psychiatric and/or learning disabilities to obtain and maintain employment. This may include identifying job goals, providing funds for college and vocational training, assessing worksite accommodations, educating an employer about disability laws, or assisting an individual returning to work after adjusting to a new disability. Priority is given to those who have the most severe disabilities in communication, mobility, work tolerance and work skills.

**ELIGIBILITY**

An individual must:

- Have a physical and/or mental impairment which results in a substantial impediment to employment
- Be able to benefit from vocational rehabilitation services in terms of an employment outcome
- Require vocational rehabilitation services to prepare for, enter, engage in or retain gainful employment

**PROGRAM DATES**

Services available throughout the year

**APPLICATION PROCESS**

Call the Somerville area office for referral.

**CONTACT**

James Sarno

Voice: 617-776-2662 TTY: 617-776-4242

**COST**

Evaluation services are provided at no cost. Other paid services are provided based on the individual's financial need.

### **North Charles Community Career Links**

260 Beacon Street  
Somerville, MA 02143

North Charles Supported Employment and Education Program assists DMH-eligible individuals transition into training opportunities or paid employment. Services include:

- Intake and Assessment
- Development of Individual Service Plans (ISP)
- Skills Training/On-the-Job Training
- Education Links - ESL, GED, ABE & Post-Secondary
- Short-term Computer Training
- Individual and Group Job Readiness Counseling
- Placement Services, Job Coaching & Job Support
- Employer Education and Networking
- Services can also be provided in Spanish

#### **ELIGIBILITY**

You must reside in Cambridge or Somerville and:

- Want assistance to achieve competitive employment
- Be DMH-eligible or have a current DMH case manager
- Be at least 19 years of age & have a major mental illness or be connected with Mass. Rehabilitation Commission
- Have been sober at least 3 months prior to referral

#### **PROGRAM DATES**

Services available throughout the year

#### **APPLICATION PROCESS**

Call NCCCL to sign up for an information session.

#### **CONTACT**

Sandra Dorsainvil, Program Director  
Telephone: 617-547-2992

#### **COST**

None

**Somerville/Cambridge Elder Services**

61 Medford Street  
Somerville, MA 02143

The Senior Community Service Employment Program (SCSEP) provides participants paid, part-time, temporary work experience in a non-profit or government agency. This could be a participants' first paid work experience, a return to work after some lapse of time, or an opportunity to learn new skills before obtaining a part- or full-time job, which is the goal of the program. Support services, fringe benefits and job placement assistance are also available.

**ELIGIBILITY**

- 55 years of age or older
- Meet federal income guidelines
- Reside in either Cambridge, Somerville or Arlington

Job referral assistance available for non-eligible applicants

**PROGRAM DATES**

Services available throughout the year

**APPLICATION PROCESS / CONTACT**

Call Carrie Oliveira, Employment Program Manager, at 617-628-2601 x3202 for an appointment.  
Email: coliveira@eldercare.org

**COST**

None. This program is funded by Senior Service America, Inc. through grants from the U.S. Department of Labor.

# Job Training & Certificate Programs

CASCAP, Inc.  
**Consumer Provider Program**  
678 Massachusetts Avenue  
Cambridge, MA 02139

The Consumer Provider Program is a collaborative educational and job training program provided by CASCAP and Bunker Hill Community College (BHCC). It is designed to assist individuals with psychiatric disabilities to secure employment in human services positions. The program consists of a 15-week classroom component, followed by a 15-week internship. Students who successfully complete both components are assisted in obtaining permanent employment. In addition, they receive a 27-credit Human Services certificate.

**ELIGIBILITY**

To be eligible for the program you must:

- Be a consumer of mental health services
- Be at least 18 years old
- Have a high school diploma or GED
- Be able to get to the sites on your own
- Be an American Citizen or authorized to work in the US
- Be committed to succeed in the seven-month program

**PROGRAM DATES**

The program is offered once a year, starting in September

**APPLICATION PROCESS**

Call to request an orientation schedule and application. You must submit an application at least 6 weeks before the program starts.

**CONTACT**

Laurie Rose  
Telephone: 617-234-2976

**COST**

Although most of the cost is covered by state contracts, students are expected to contribute one half of the cost of books.

Just A Start  
**Cambridge Biomedical Careers Program**  
142 Cambridge Street  
Charlestown, MA 02129

The Cambridge Biomedical Careers Program, now in its 13<sup>th</sup> year, prepares adults for entry-level jobs in the biomedical field. The training consists of academic and laboratory skills courses. Academic courses take place at the Just A Start Charlestown office, 142 Cambridge Street, near the Sullivan Square MBTA station on the Orange line. Classes include Math, Biology, Chemistry, Medical Terminology, Computers, Life Skills, and Career Development Training. Laboratory skills training is held at Bunker Hill Community College on the Orange Line in Charlestown. BHCC awards up to 18 college credits to successful graduates. Average entry-level salaries of graduates range from \$25,000-31,000 with benefits.

#### **ELIGIBILITY**

To be eligible for the program, you must:

- Have a high school diploma or GED
- Meet reading and math test scores
- Have a strong interest in the sciences
- Be at least 18 years old
- Meet income guidelines

#### **PROGRAM DATES**

The 35-week program runs from 9:00 a.m. to 2:00 p.m., Monday - Friday. The program begins in September and finishes in May.

#### **APPLICATION PROCESS / CONTACT**

Call Gloria at the Biomedical Careers Program at 617-242-0562 to arrange for an orientation.

Email: [gloriavachino@justastart.org](mailto:gloriavachino@justastart.org)

#### **COST**

None; Cambridge residents encouraged to apply.

Just A Start  
**YouthBuild**  
1175 Cambridge Street  
Cambridge, MA 02139

YouthBuild/Just A Start, an AmeriCorps alternative education and training program, provides services for out of school youth leading to a GED or high school diploma. The program also offers counseling, career planning, transition to college, and training in employability and life skills, along with the chance to give back to the community.

Students spend half of their time in the classroom and the other half on community service sites, which involves constructing and renovating low-income housing. Graduates of the program can transition into career-related employment and/or post-secondary education and receive active follow-up services for a full year after completing the program.

**ELIGIBILITY**

- Ages 17 - 24
- Meet low-income criteria
- Have dropped out of school
- Interested in providing community service

**PROGRAM DATES**

Program cycles begin in the fall and winter

**APPLICATION PROCESS/CONTACT**

Application process begins in July; contact Sarcha Zimmerman at 617-492-1460 x10

**Cost**

None

Cambridge College  
**Medical Interpreter Training Program**  
1000 Massachusetts Avenue  
Cambridge, MA 02138

The Medical Interpreter Training Program teaches bilingual individuals interested in working in a medical setting how to interpret for both the client and the provider. This ten-month training program taught at Cambridge College can be taken for college credit towards a bachelor's degree. The program consists of six courses, taken in sequence over three semesters. The program is offered in all languages.

**ELIGIBILITY**

- At least 18 years of age
- Able to attend college

All applicants are required to pass a Language Screening exam that will demonstrate their fluency in both English and their native language. Language screenings are offered before the beginning of each term.

**PROGRAM DATES**

The program is offered three times a year in January, June and September. Classes are taught in the evenings (from 6:00 p.m.-9:30 p.m.) and on Saturdays (from 9:00 a.m.-12:00 noon), to accommodate students' work schedules.

**CONTACT**

Diane Lolli, Director	Norma Green, Program Coord.
617-873-1438	617-873-0246
dlolli@cambridgecollege.edu	ngreen@cambridgecollege.edu

**COST**

\$165 per credit for **Certificate** only

\$375 per credit for **Degree**

Financial aid available for both certificate and degree; scholarships available for students after 2<sup>nd</sup> semester.

**Year Up**

93 Summer Street, 5<sup>th</sup> floor  
Boston, MA 02110

Year Up is a one-year, intensive training program that provides young adults, ages 18-24, with hands-on skill development, college credits, and paid corporate internships. During the first six months of the program, participants focus on one of two areas: 1) Hardware, Networking, and Help Desk/User Support or 2) Web Production. Students also develop effective communication, leadership, and teamwork skills. Participants are dually enrolled in Year Up and Cambridge College and can earn up to 21 college credits. During the second six months of the program, students are placed in paid internships. A stipend is paid to all participants throughout the full-time, one-year, program.

**ELIGIBILITY**

- Low to moderate income
- From Greater Boston or surrounding area
- 18 to 24 years of age with a high school diploma or GED
- Available Monday - Friday, 8:30 a.m. – 5:00 p.m. for the full year of the program.
- A U.S. citizen, permanent resident, or able to work legally in the U.S.
- Able to show ambition, commitment, and personal drive

**PROGRAM DATES**

There are two cycles of this year-long program, beginning in August and February.

**APPLICATION PROCESS/CONTACT**

Call Linda Swardlick Smith at 617-542-1535. For the September cycle, applications are due in early March. For the February cycle, applications are due in early October. The application is available at [www.yearup.org/Application.doc](http://www.yearup.org/Application.doc)

**Cost**

None. Participants earn a stipend.

# Adult Learning

**Bunker Hill Community College**  
**Cambridge Satellite Campus**  
Cambridge Rindge and Latin School  
459 Broadway  
Cambridge, MA 02138

The Bunker Hill Community College Cambridge Satellite provides an accessible and affordable option for post-secondary education. The Cambridge Satellite's evening classes allow students to begin work towards an associate degree or a certificate in a variety of fields. Past courses include: Computer Science, College Writing, Mathematics, Psychology, Accounting, History and other disciplines.

**ELIGIBILITY**

Almost anyone can take classes at the Cambridge Satellite. Students who wish to earn a degree or certificate must apply for admission to the college.

**PROGRAM DATES**

The fall semester begins in September; the spring semester begins in January. Some classes fill early.

**APPLICATION PROCESS**

Registration forms are available at the Registrar's Desk at the Charlestown Campus, 250 New Rutherford Avenue, Boston. To enroll in a math or English course, you must complete the computerized placement test before registering.

**CONTACT**

Bunker Hill Community College  
Telephone: 617-228-2408

**COST**

The cost is \$100 per credit or about \$300 for a three-credit course, plus additional fees and books.

Cambridge Housing Authority/Community Learning Center  
**Gateways Program at Jefferson Park**  
c/o 19 Brookline Street  
Cambridge, MA 02139

The Gateways Program is a collaborative project of the Cambridge Housing Authority (CHA) and the Community Learning Center (CLC) of the Department of Human Service Programs. The program offers free English and Computer classes. Classes are held at the Jefferson Park housing development.

**ELIGIBILITY**

You must be a CHA resident or Section 8 recipient

**PROGRAM DATES**

Programs are open-entry/open-exit and offered throughout the year.

**PROGRAM TIMES**

Classes are held in the morning and evening at each site.

**APPLICATION PROCESS**

Applications are accepted by appointment at Jefferson Park, basement of Door 9A or at the Community Learning Center, 19 Brookline Street, 2<sup>nd</sup> floor, in Central Square. Call John Galli at 617-349-6370 or at 617-497-4411 for the ESOL classes.

**CONTACT**

John Galli  
Community Learning Center  
Telephone: 617-497-4411

**COST**

None

**Centro Presente, Inc.**  
54 Essex Street - 2<sup>nd</sup> floor  
Cambridge, MA 02139

Operated and directed primarily by Latin Americans, Centro Presente empowers Central American communities in New England through the provision of basic services, the development of leadership skills and the promotion of civic and democratic participation.

Classes include:

- English as a Second Language (ESL) Levels 1-4
- Spanish Literacy
- English Literacy
- Civic and Naturalization Classes (Citizenship)
- Spanish as a Second Language (SSL)

Mini-courses: seminars and mini-courses on topics like

- Home buying for first-time buyers
- Consumers' rights
- Job discrimination and other job issues
- Getting health insurance for low-income people

**ELIGIBILITY**

None

**APPLICATION PROCESS**

Apply at Centro Presente Monday through Wednesday from 9:00 a.m. to 5:00 p.m., Thursday from 1:00 p.m. to 5:00 p.m. and Friday and Saturday from 9:00 a.m. to 5:00 p.m.

**CONTACT**

Call 617-497-9080 for most questions and ext. 19 for Educational Programs.

**COST**

None; donations accepted for all services.

**Community Learning Center**

19 Brookline Street - 2<sup>nd</sup> floor  
Cambridge, MA 02139

The Center offers free morning, afternoon and evening classes for adults. Classes are small and informal and include:

- English as a Second Language (ESOL) - seven levels
- Reading, Writing, Mathematics (ABE) - five levels
- GED Preparation - for adults who will take the Massachusetts Department of Education diploma equivalency test
- Adult Diploma Program - earn credits for competencies and life experience, ending in a CRLS high school diploma
- Computer-aided Instruction - practice for reading, writing, English and math skills on the computer
- Computer Operations - basic computer skills for students already enrolled in CLC classes
- Family Literacy - ESOL for parents & families at Peabody School, Roosevelt Towers and King Open
- Education for the Homeless - Individualized, classroom & computer instruction
- Workplace ESOL-for employees of participating businesses
- Citizenship - classes to prepare for citizenship interview, for intermediate ESOL students
- Bridge Transition to College - for high school graduates to prepare for success in college

**ELIGIBILITY**

A resident of Cambridge, Arlington or Belmont

**PROGRAM DATES**

Open-entry/open-exit programs offered throughout the year

**APPLICATION PROCESS/CONTACT**

Applications accepted at the Community Learning Center.  
Call 617-349-6363 for information

**COST**

None

Community Learning Center  
**Bridge Transition to College Program**  
19 Brookline Street - 2<sup>nd</sup> floor  
Cambridge, MA 02139

The Bridge Program helps students improve their academic and study skills in order to be better prepared for college. Classes meet at Cambridge Rindge and Latin School two evenings a week for one year. Academics, college visits, educational counseling, assistance with applications, and computer preparation are offered. The classes offered are:

Academics: reading, writing, math, study skills

Computers: keyboarding, spreadsheet, word processing

**ELIGIBILITY**

You must have a GED or a High School Diploma. Cambridge Housing Authority residents are encouraged to apply.

**PROGRAM DATES**

September through June

**APPLICATION PROCESS / CONTACT**

Call Wendy Quiñones at the Community Learning Center.  
Telephone: 617-349-6363  
Email: [wquinones@cambridgema.gov](mailto:wquinones@cambridgema.gov)

**COST**

None

Community Learning Center/Cambridge Public Schools  
**Even Start Family Literacy Program**  
19 Brookline Street - 2<sup>nd</sup> floor  
Cambridge, MA 02139

The Even Start Program is a family educational program for parents and their children up to seven years of age. While children are in school or childcare (on-site or off-site), parents participate in English as a Second Language classes. Children, parents, and staff meet weekly for parent and child activities, and parents discuss parenting issues regularly in classes. Children also receive a weekly or monthly home visit through the Cambridge Schools' Home-Based Program or with Even Start staff.

**ELIGIBILITY**

To be eligible for the program, you must:

- Have a child under age 8
- Be a Cambridge resident
- Need English as a Second Language

**PROGRAM DATES**

The program is offered from September through July.

**APPLICATION PROCESS / CONTACT**

Call Carole Sousa at the Community Learning Center.  
Telephone: 617-349-6363

**COST**

None

Community Learning Center  
**Project LIFT**  
19 Brookline Street - 2<sup>nd</sup> floor  
Cambridge, MA 02139

Project LIFT is an adult education program for homeless adults. Classes offered include:

Computer Literacy, Adult Basic Education, GED, or English as a Second Language classes (as needed) with placement in morning or evening classes

Basic Skills/Computer Literacy  
Monday-Wednesday from 1:30-4:00  
Tuesday-Thursday 12:00-3:00

Small class instruction (reading, writing, math)  
Tuesday, Wednesday & Thursday afternoons

One-on-one tutoring - available by arrangement

**ELIGIBILITY**

Homeless adults

**PROGRAM DATES**

The program is open-entry/open-exit, so you may be able to join a class already in progress, and leave the program when you feel your skills have improved.

**APPLICATION PROCESS / CONTACT**

Call or visit Nellie Dedmon at the Community Learning Center.  
Telephone: 617-349-6363

**COST**

None

**Concilio Hispano de Cambridge, Inc.**

105 Windsor Street  
Cambridge, MA 02139

Concilio Hispano is committed to the self-sufficiency and advancement of all linguistic minorities, as demonstrated through these programs:

- Native Literacy
- English as a Second Language
- Citizenship Education
- Translation and Interpreting Services
- Information and Referral
- Native Language Literacy in Spanish
- Youth Development After School
- GED Preparation in Spanish
- Notarization
- Individual & Group Substance Abuse Outpatient Support
- Spanish Classes
- HIV/AIDS Case Management, Prevention & Education
- Alcohol and Other Drug Evaluations

**ELIGIBILITY**

All linguistic minorities in greater Cambridge & Boston

**PROGRAM DATES**

Open-entry/open-exit programs offered throughout the year; there may be a waiting list for some services.

**APPLICATION PROCESS**

Call 617-661-9406 for an appointment or more information

**CONTACT**

Cambridge: 617-661-9406; Somerville: 617-629-7090;  
Chelsea: 617-889-0888; CRLS: 617-864-0980

**COST**

Most programs available at no cost.

Cambridge Public Library  
**The Literacy Project**  
Central Square Branch  
45 Pearl Street  
Cambridge, MA 02139

The CPL Literacy Project matches adults who want to improve their reading and writing skills with trained volunteer tutors for weekly one-to-one tutorials. Tutorials meet at the Central Square Branch Library, and sessions are usually held on Tuesday or Thursday evenings.

**ELIGIBILITY**

- Adults who want to develop reading and writing skills
- Native and non-native English speakers who can speak English at least at an intermediate level
- First priority is given to Cambridge residents

**PROGRAM DATES**

Tutorials meet from September through May

**APPLICATION PROCESS**

Call the program coordinator or stop by the Central Square Branch Library. Applicants may be placed on the waiting list or enrolled. When space is available, the applicant registers for the program and completes an assessment of literacy skills and needs. The coordinator develops a learning plan with each registered student before matching the student with a volunteer tutor.

**CONTACT**

Literacy Specialist  
Telephone: 617-349-4013 or 617-349-4010

**COST**

None

**Massachusetts Alliance of Portuguese Speakers**

1046 Cambridge Street  
Cambridge, MA 02139

The Massachusetts Alliance of Portuguese Speakers (MAPS) provides a range of health and social services to Portuguese speakers. Offices are located in Cambridge, Somerville, Allston, Lowell and Dorchester.

Programs include:

- Educational Services - ESOL, Citizenship & Portuguese
- AIDS Program
- National Bilingual AIDS Hotline - 1-800-232-7725
- Youth Programs
- Chronic Disease and Cancer Prevention Programs
- Immigrant Social Services - jobs, housing, and assistance with immigration and naturalization issues
- Elder Services in Cambridge and Lowell
- Domestic Violence and Family Services
- Driver Alcohol Education

**ELIGIBILITY**

You must speak Portuguese or Cape Verdean Creole

**PROGRAM DATES**

Services are available continually throughout the year, from 9:00 a.m. - 5:00 p.m., Monday - Friday

**APPLICATION PROCESS**

None

**CONTACT**

Cambridge office: 617-864-7600

**COST**

No cost for most services; contributions are accepted. Some programs are fee-based.

# Computers in the Community

*An overview of locations that provide  
computer access to the public*

**Cambridge Center for Adult Education**

42 Brattle Street  
Cambridge, MA 02138  
www.ccae.org  
617-547-6789

**COMPUTER SERVICES**

Classes in word processing, Internet access, web design, spreadsheets, etc.

**FEES AND RESTRICTIONS**

\$100-\$300 per class; classes run 2-10 weeks

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**Cambridge Community Television**

675 Massachusetts Avenue  
Cambridge, MA 02139  
www.cctvcambridge.org  
617-661-6900

**COMPUTER SERVICES**

Drop in computer lab, courses for beginners, Internet, graphics & multi media. Internet access, scanner and printers available on-site. Drop in hours: Monday - Thursday, 3:00 - 6:00 p.m.; Sunday, 4:00 - 5:30 p.m. Tutorial for non-English speakers Wednesday, 12:00 - 3:00 p.m.

**FEES AND RESTRICTIONS**

Drop in hours are free for members and \$5 per visit for the general public. Membership is \$25. Call for times and rates for computer classes.

**Cambridge Employment Program**

51 Inman Street  
Cambridge, MA 02139  
[www.cambridgema.gov/DHSP2/cep.cfm](http://www.cambridgema.gov/DHSP2/cep.cfm)  
617-349-6166

**COMPUTER SERVICES**

Internet access for job search  
Computers for resume and cover letter writing

**FEES AND RESTRICTIONS**

Free to Cambridge residents actively job seeking and enrolled in the program

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**Cambridge Housing Authority Computer Classes**

Jefferson Park Computer Center  
5A Jefferson Park  
Cambridge, MA 02140  
617-497-4411

and

119 Windsor Street  
Cambridge, MA 02139  
617-499-7011  
1-800-545-1833 x122 TTY

**COMPUTER SERVICES**

CHA Computer Centers provide basic computer education classes.

**FEES AND RESTRICTIONS**

CHA residents and Section 8 tenants only

### **Cambridge Public Library**

Main (Temporary Location)	359 Broadway	617-349-4040
Boudreau	245 Concord Ave.	617-349-4017
Central Square	45 Pearl St.	617-349-4010
Collins	64 Aberdeen Ave.	617-349-4021
O'Connell	48 Sixth St.	617-349-4019
O'Neill	70 Rindge Ave.	617-349-4023
Valente	826 Cambridge St.	617-349-4015

[www.cambridgema.gov/CPL](http://www.cambridgema.gov/CPL)

### **COMPUTER SERVICES**

Internet access, on-line periodical indexes with full text available at all branches.

### **FEES AND RESTRICTIONS**

Free to anyone with proper identification.

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### **Cambridge Public Library - Central Square Branch**

Rotary Technology Learning Center  
45 Pearl Street  
Cambridge, MA 02139  
617-349-4010

### **COMPUTER SERVICES**

Computer training lab: 13 student PC's, one instructor PC. Internet access with Netscape Communicator, MS Word, Excel, Access, PowerPoint. Lab can be used for drop in hours or to schedule group trainings.

### **FEES AND RESTRICTIONS**

Call library to schedule a group class. No fee can be charged to class participants.

Public service hours for drop-in: Monday, Wednesday & Thursday, 2:30- 5:45 p.m.; Tuesday 12:00-3:00 p.m.

**Cambridge Senior Center**

806 Massachusetts Avenue

Cambridge, MA 02139

[www.cambridgema.gov/DHSP2/citywide.cfm](http://www.cambridgema.gov/DHSP2/citywide.cfm)

617-349-6060

**COMPUTER SERVICES**

Introduction to computer classes offered various times throughout the week.

**FEES AND RESTRICTIONS**

Classes open to seniors sixty and over. There is a small fee for classes.

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**Career Source**

186 Alewife Brook Parkway, Suite 310 (Fresh Pond Mall)

Cambridge, MA 02138

[www.yourcareersource.com](http://www.yourcareersource.com)

617-661-7867

**COMPUTER SERVICES**

Internet access for job search, word processing (Microsoft Office) for resume and cover letter preparation. Self-paced tutorials in Microsoft Office available. Introduction to computers and the Internet.

**FEES AND RESTRICTIONS**

Career Center open for Center members. Membership free; open to all job-seekers.

**Child Care Resource Center**

ABC Community Room  
130 Bishop Allen Drive  
Cambridge, MA 02139  
www.cccinc.org  
617-547-1063 x271

**COMPUTER SERVICES**

Monthly computer classes; call for calendar.

**FEES AND RESTRICTIONS**

Free to residents of Cambridge and neighboring communities. \$20 fee for OCCS credit hours.

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**Fitzgerald Community School**

70 Rindge Avenue  
Cambridge, MA 02140  
617-349-6302  
crodrigues@cambridgema.gov

**COMPUTER SERVICES**

Computer lab available to community programs

**FEES AND RESTRICTIONS**

Must request use of the space after school

**Margaret Fuller Neighborhood House**

71 Cherry Street  
Cambridge, MA 02139  
617-547-4680

**COMPUTER SERVICES**

Computer lab available for drop in use by the Cambridge community weekdays from 9:30 a.m. - 6:00 p.m. Internet access and use of computers for resumes, email, research and enjoyment. Basic introduction to computers and Microsoft Word class one evening each week. Advanced applications (Access, Powerpoint, Excel) one evening per week. Classes usually meet from 6:00 p.m. - 7:30 p.m. Call for class days and times.

**FEES AND RESTRICTIONS**

Free to Cambridge residents, with particular focus on Area 4

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**Walden Square Community Learning Project**

21 Walden Square Road  
Cambridge, MA 02140  
617-492-7587

**COMPUTER SERVICES**

Internet access; various computer classes offered.

**FEES AND RESTRICTIONS**

Free to Walden Square residents

**Area 4 Youth Center**  
243 Harvard Street  
Cambridge, MA 02139  
617-349-6262

**COMPUTER SERVICES**

Computers available to members; call for details

**FEES AND RESTRICTIONS**

Call about membership fees for the 12-week Leadership Program for youth age 9 - 13 and the annual fee for teens age 14 - 19.

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**Frisoli Youth Center**  
61 Willow Street  
Cambridge, MA 02141  
617-349-6312

**COMPUTER SERVICES**

Computers available to members; call for details

**FEES AND RESTRICTIONS**

Call about membership fees for the 12-week Leadership Program for youth age 9 - 13 and the annual fee for teens age 14 - 19.

**Gately Youth Center**  
70R Rindge Avenue  
Cambridge, MA 02140  
617-349-6277

**COMPUTER SERVICES**

Computers available to members; call for details

**FEES AND RESTRICTIONS**

Call about membership fees for the 12-week Leadership Program for youth age 9 - 13 and the annual fee for teens age 14 - 19.

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**Willis D. Moore Youth Center**  
Gilmore Street (off Western Avenue)  
Cambridge, MA 02139  
617-349-6273

**COMPUTER SERVICES**

Computers available to members; call for details

**FEES AND RESTRICTIONS**

Call about membership fees for the 12-week Leadership Program for youth age 9 - 13 and the annual fee for teens age 14 - 19.

**West Cambridge Youth Center**

Haggerty School  
110 Cushing Street  
Cambridge, MA 02138  
617-349-4487  
617-349-6314

**COMPUTER SERVICES**

Computers available to members; call for details

**FEES AND RESTRICTIONS**

Call about membership fees for the 12-week Leadership Program for youth age 9 - 13 and the annual fee for teens age 14 - 19.

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For more information about local programs offering services related to housing, health care, child care, after-school programming, food and nutrition, educational, employment, recreation, and more, visit:

**[www.CambridgeSomervilleResourceGuide.org](http://www.CambridgeSomervilleResourceGuide.org)**