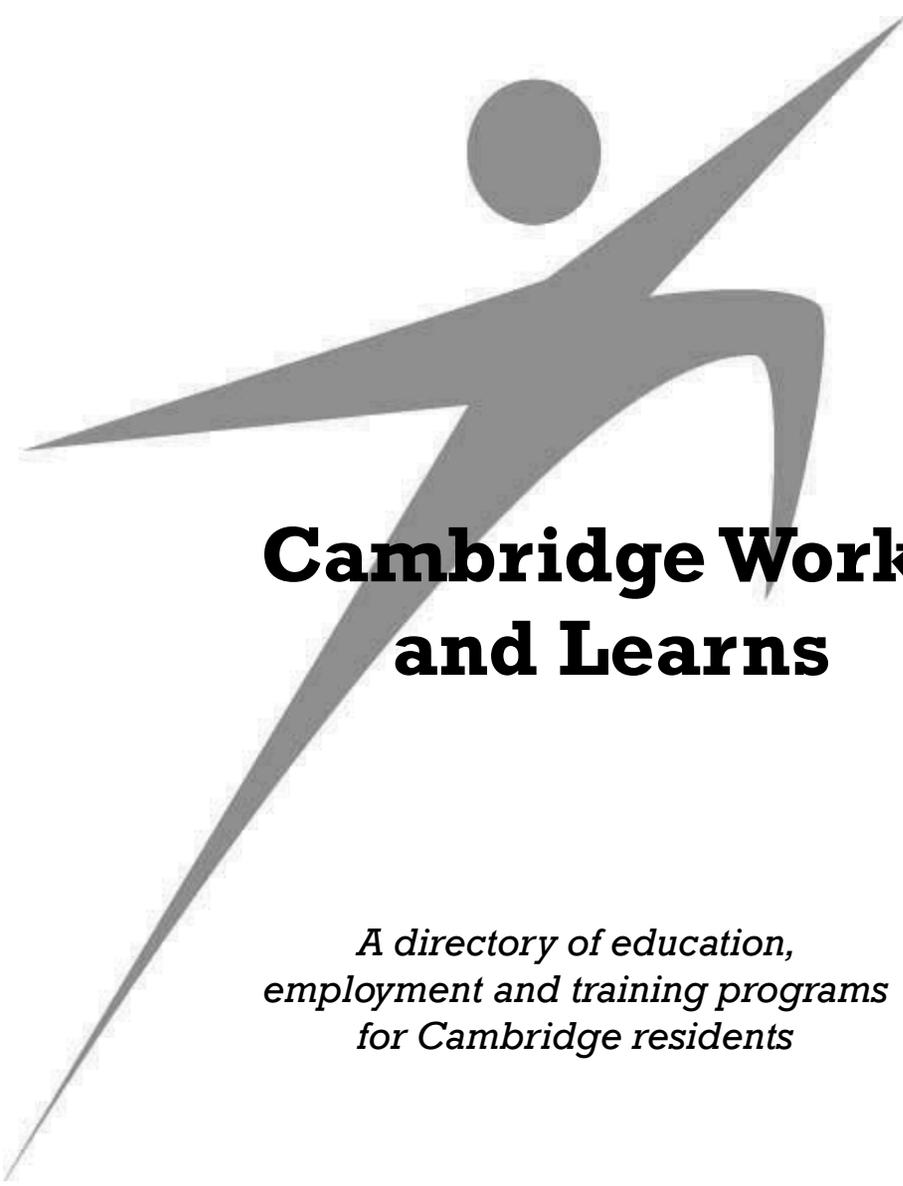




Office of Workforce Development
Department of Human Service Programs
51 Inman Street
Cambridge, MA 02139

tel 617-349-6234
fax 617-349-4766
tty/tdd 617-492-0235

www.cambridgema.gov/DHSP2/owd.cfm

A large, stylized grey silhouette of a human figure in a dynamic, forward-leaning pose, with arms and legs extended, set against a white background.

Cambridge Works and Learns

*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 eighth 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, 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. We welcome your input and wish you luck with your education or career-related efforts.

Sincerely,

Sue Walsh, Director
Office of Workforce Development

June, 2004

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

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 (below).

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 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

Phil Dussault
Rindge School of Technical Arts
Telephone: 617-349-6764

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).

CONTACT

Susan Mills
Program Coordinator
Telephone: 617-494-0444 x315
Email: 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 9th through 11th grade at CRLS
- Meet funder requirements

PROGRAM DATES

Ongoing

APPLICATION PROCESS

Contact Phillip Haddix

CONTACT

Phillip Haddix
Program Coordinator
Telephone: 617-492-1460 x12

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

Just A Start 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.

ELIGIBILITY

- A Cambridge resident
- Ages 14-18

PROGRAM DATES

Summer beginning 07/06/04

APPLICATION PROCESS

Contact Just A Start in early May for an application.

CONTACT

Phillip Haddix
Telephone: 617-492-1460 x12

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 high school diploma. The program also offers counseling, career planning, and training in employability and life skills, along with community service/work experience.

Students spend half of their time in the classroom and the other half on community service sites, which includes 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 cycle begins in the winter

APPLICATION PROCESS

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

CONTACT

Sarcha Zimmerman
Telephone: 617-492-1460 x10

Cambridge Rindge and Latin School
Office of Special Education
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 who is receiving services on an I.E.P. (Individualized Education Plan)
- A senior who is in good academic standing
- Recommendations from I.E.P. Liaison and Guidance Counselor

PROGRAM DATES

School year

APPLICATION PROCESS

Call or stop by the Office of Special Education.

CONTACT

Tracy Duffey Finstein
O.S.E. Internship Program
Telephone: 617-349-6716
Email: tfinstein@cpsd.us

Office of Workforce Development
Cambridge Neighborhood Service Project
51 Inman Street
Cambridge, MA 02139

The Cambridge Neighborhood Service Project is a paid 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

Office of Workforce Development
Mayor's Summer Youth Employment Program
51 Inman Street
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, 2nd Floor.

CONTACT

George Hinds
Youth Services Coordinator
Telephone: 617-349-6234
Email: 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
Youth Employment Coordinator
Telephone: 617-349-6234
Email: 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 or stop by the CRLS Youth Employment Center (A301).

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 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
- An understanding of job specifications prior to referral
- The opportunity to participate in work-readiness activities
- Assistance with resume writing and interview skills

ELIGIBILITY

- A Cambridge resident

PROGRAM DATES

Services are available throughout the year, from 8:30 a.m. to 5:00 p.m., Monday through Friday. Please call for an appointment. Evening appointments available upon request.

APPLICATION PROCESS

To pre-register, call CEP or download a form from www.cambridgema.gov/~DHSP/owd/prereg.pdf and fax it to 617-349-6357 or e-mail it to cepfront@cambridgeMA.gov.

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

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
One 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

PROGRAM DATES

Services available throughout the year

APPLICATION PROCESS

Walk in or call DTA at One 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

Dottie Palladino, Program Coordinator
Telephone: 617-625-1920
Email: dottie_palladino@ccab.org

COST

None

Massachusetts Rehabilitation Commission

Vocational Rehabilitation Division

1 Davis Square

Somerville, MA 02145

The Vocational Rehabilitation Division is an employment-focused program for people with physical and/or mental disabilities. Program funding provides individualized job training and employment-oriented services for eligible clients. Services might include: evaluation and assessment, counseling, vocational planning, training, resume and interviewing seminars, job placement services and follow-up.

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

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 the 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, if eligible. This program is funded by Senior Service America, Inc. through grants from the U.S. Department of Labor.

Vinfen Corporation

Employment Training Center
400 Tolcott Avenue
Watertown, MA 02471

Vinfen Employment Training Center provides the skills, training and supports needed for workers with developmental disabilities to succeed in their chosen profession.

Services include:

- Job and Skills Training
- Job Development - help in contacting employers and generating job leads
- Job Search - resume writing and interview skills
- Job Supports - job coaching, assistive technology, on- the-job training

ELIGIBILITY

Any individual with a cognitive or developmental disability who expresses an interest in becoming gainfully employed. Individuals can be referred through the Department of Mental Retardation or the Massachusetts Rehabilitation Commission.

PROGRAM DATES

Ongoing enrollment. Primary services are Monday to Friday from 8:00 a.m. to 4:00 p.m.

CONTACT

Job Developer/Manager
Telephone: 617-972-6135 x27
Program Director
Telephone: 617-972-6135 x28

COST

None if referred through Department of Mental Retardation or Massachusetts Rehabilitation Commission.

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 secure employment in human services positions. The program consists of a 13-week classroom component, followed by a 14-week internship. Students who successfully complete both components are assisted in obtaining permanent employment. In addition, they receive 24 academic credits toward a certificate in Human Services and Mental Health from BHCC.

ELIGIBILITY

To be eligible for the program you must:

- Be a consumer of mental health services
- Be DMH-eligible
- 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 six-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
B.A.S.I.C.S
142 Columbia Street
Charlestown, MA 02129

B.A.S.I.C.S. is an occupational skills training program preparing successful participants for entry-level positions in clerical/customer service. The training consists of academic courses in Business Writing, Customer Service, and Computer Applications. Successful participants are awarded college credits from Bunker Hill Community College. Job placement services and case management are provided to all graduates of this 12-week program.

ELIGIBILITY

- Age 18 or older
- Meet minimum Reading/Math requirement (level 7.5 / 6.0)
- Have a strong interest in customer service

PROGRAM DATES

Begins in late January and finishes in May. The schedule is 9:00 a.m. to 2:00 p.m., Monday - Friday.

APPLICATION PROCESS

Candidates may call the program directly to arrange for an orientation or they can meet with a career counselor at one of the area Career Centers.

CONTACT

Susan Mills, Program Coordinator
Telephone: 617-494-0444 x315
Email: susanmills@justastart.org

COST

None for income eligible and TAFDC applicants meeting funding source guidelines.

Just A Start

Cambridge Biomedical Careers Program

142 Cambridge Street

Charlestown, MA 02129

The Cambridge Biomedical Careers Program, now in its 12th 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: JASbiomed@aol.com

COST

None, if applicant meets income guidelines; 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 high school diploma. The program also offers counseling, career planning, and training in employability and life skills, along with community service/work experience.

Students spend half of their time in the classroom and the other half on community service sites, which includes 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 cycle begins in the winter

APPLICATION PROCESS/CONTACT

Application process begins in September; contact the program at 617-492-1460 x10

Cost

None

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 Arabic, Chinese, Haitian Creole, Portuguese, Spanish & Vietnamese.

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 four times a year.

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

Janis Peterson, Director, Cambridge College Lawrence & Medical Interpreter Program
Telephone: 978-738-0502

COST

\$150 per credit for CERTIFICATE only

\$300 per credit for COLLEGE CREDIT

Scholarships are available for Cambridge residents.

Year Up

93 Summer Street, 5th 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, 9:00 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 yearlong program, beginning in September 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

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 Door 9A or at the Community Learning Center, 19 Brookline Street, 2nd 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 - 2nd 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 - 2nd 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 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
- 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 Program

19 Brookline Street - 2nd 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, 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 Linda Huntington at the Community Learning Center.

Telephone: 617-349-6363

Email: lhuntington@cambridgema.gov

COST

None

Community Learning Center
Even Start Program
19 Brookline Street - 2nd 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 - 2nd floor
Cambridge, MA 02139

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

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
- Substance Abuse Outpatient Support
- Spanish Classes
- HIV/AIDS Case Management, Prevention & Education

ELIGIBILITY

Open to all linguistic minorities of the greater Cambridge and Boston communities

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 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

Angela Ayre
Telephone: 617-349-4013
Email: aayre@cambridgema.gov

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
- Substance Abuse Services
- 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, Mental Health & Family Services

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 runs 2-10 weeks

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.ci.cambridge.ma.us/~DHSP/cep.html
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

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 449 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.ci.cambridge.ma.us/~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. One hour limit; call to make a reservation.

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

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.

Career Source

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

Cambridge, MA 02138

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

Drop-in computer lab for members of the community. Internet access, Microsoft Office, desktop publishing. Monthly computer classes; call for calendar.

FEES AND RESTRICTIONS

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

Fitzgerald Community School

70 Rindge Avenue
Cambridge, MA 02140
617-349-6302
CarolynRodrigues@yahoo.com

COMPUTER SERVICES

Computer lab available to community programs

FEES AND RESTRICTIONS

Must request use of the space after school

Fresh Pond Apartments

362-364 Rindge Avenue
Cambridge, MA 02140
617-492-6650

COMPUTER SERVICES

Basic computer literacy classes run by Harvard University's Phillips Brooks House. Internet access. Class size is typically 15-20 students.

FEES AND RESTRICTIONS

Classes are free to the community. Registration in February, June and September. Check with Fresh Pond Housing Office for details.

Margaret Fuller Neighborhood House

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

COMPUTER SERVICES

Computer mini-classes on a variety of topics; Computer Club for boys and girls age 6-12; Monday night adult classes. For more information on classes, call 617-869-8400.

FEES AND RESTRICTIONS

Free to Cambridge residents, with particular focus on Area 4

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

Membership fee for the Leadership Program, for youth age 9 - 13, is \$35 for a 12-week semester;
Membership fee for teens age 14 - 19 is \$20 per year

Frisoli Youth Center

61 Willow Street
Cambridge, MA 02141
617-349-6312

COMPUTER SERVICES

Computers available to members; call for details

FEES AND RESTRICTIONS

Membership fee for the Leadership Program, for youth age 9 - 13, is \$35 for a 12-week semester;
Membership fee for teens age 14 - 19 is \$20 per year

Gately Youth Center

70R Rindge Avenue
Cambridge, MA 02140
617-349-6277

COMPUTER SERVICES

Computers available to members; call for details

FEES AND RESTRICTIONS

Membership fee for the Leadership Program, for youth age 9 - 13, is \$35 for a 12-week semester;
Membership fee for teens age 14 - 19 is \$20 per year

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

Membership fee for the Leadership Program, for youth age 9 - 13, is \$35 for a 12-week semester;
Membership fee for teens age 14 - 19 is \$20 per year

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

Membership fee for the Leadership Program, for youth age 9 - 13, is \$35 for a 12-week semester;
Membership fee for teens age 14 - 19 is \$20 per year