



# **Cambridge Works and Learns**

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

Dear Colleague,

The Office of Workforce Development is pleased to provide you with this seventh edition of Cambridge Works and Learns. The directory includes descriptions of Cambridge-based organizations which offer programs in basic education, language education, job training and job placement assistance to 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 stimulate program collaborations and opportunities for a sequenced set of education and employment services.

For more information about the initiatives of our office, please contact us at (617) 349-6234. We welcome your input, and look forward to working with you in the future.

Sincerely,

Seth Boyd  
Business Liaison

*June, 2003*

# Table of Contents

## Youth Programs

City Links.....	6
Cooperative Education at RSTA.....	7
Just A Start	
Cambridge TeenWork.....	8
Career Connection.....	9
Summer Program.....	10
YouthBuild.....	11
Office of Special Education.....	12
Office of Workforce Development	
Cambridge Neighborhood Service Project.....	13
Mayor's Summer Youth Employment Program.....	14
Youth Employment Center.....	15
Work Force Youth Program.....	16

## Adult Programs

### *Job Placement Assistance*

Cambridge Employment Program.....	18
Career Source.....	19
Community Enterprises - Boston, Inc.....	20
DTA Employment Services Program.....	22
Ethiopian Community Mutual Assistance Assoc.....	21
Massachusetts Rehabilitation Commission.....	23
North Charles Community Career Links.....	24
Somerville/Cambridge Elder Services.....	25
Vinfen Corporation.....	26

# Adult Programs

(continued)

## *Job Training and Certificate Programs*

CASCAP Consumer Provider Program.....	28
Cambridge College Medical Interpreter Program.....	29
Just A Start	
BASICS.....	30
Cambridge Biomedical Careers Program.....	31
YouthBuild .....	32

## *Adult Learning*

Bunker Hill Community College - Cambridge Satellite ....	34
CHA Gateways Program.....	35
Centro Presente, Inc.....	36
Community Learning Center .....	37
Bridge Program.....	38
Even Start Program.....	39
Project LIFT .....	40
Concilio Hispano de Cambridge, Inc .....	41
The Literacy Project .....	42
Massachusetts Alliance of Portuguese Speakers.....	43

## *Computers in the Community*..... 45

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 internship program offered to new immigrant students at Cambridge Rindge and Latin School. Students are placed in year-long paid internships in the public sector (after school) and are matched with adult mentors. Students receive training in job-readiness, government, leadership, career guidance and counseling, higher education preparation, and academic support (tutoring).

**ELIGIBILITY**

A junior or senior who is bilingual

**PROGRAM DATES**

Cycle begins each September and runs throughout the school year into the summer

**APPLICATION PROCESS**

Pick up an application at the CRLS International Student & Family Center (R312), or call CCS (below).

**CONTACT**

Sandra Cañas  
Program Director  
Telephone: (617) 876-5214

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**

Contact Maria Ferri in the RSTA Office or stop by the CRLS Youth Employment Center (A301). Applications are available in the spring for the following fall.

**CONTACT**

Maria Ferri  
Rindge School of Technical Arts  
Telephone: (617) 349-6730

Just A Start

**Cambridge TeenWork**

432 Columbia Street, Unit 12

Cambridge, MA 02141

TeenWork is an employment program that secures 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](mailto:susanmills@justastart.org)

Just A Start

**Career Connection**

1175 Cambridge Street  
Cambridge, MA 02139

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 Summer Program

**ELIGIBILITY**

- Ages 14 - 16
- Entering 9<sup>th</sup> or 10<sup>th</sup> 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 Summer Program**  
1175 Cambridge St.  
Cambridge, MA 02139

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 07/07/03

**APPLICATION PROCESS**

Contact Just A Start in the spring 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. All youth have an opportunity to earn an AmeriCorps Education Award of \$2363.

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 Program Director for further information.

**CONTACT**

Renee Jones, Program Director  
Telephone: (617) 494-1460 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  
Community Inclusion Specialist  
O.S.E. Internship Program  
Telephone: (617) 349-6716

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

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

Office of Workforce Development  
**Youth Employment Center**  
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 on site at CRLS.

**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

Cambridge Housing Authority (CHA)

**Work Force Youth Program**

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
- Job leads in accordance with individual profile
- 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**

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

### **APPLICATION PROCESS**

Call for an appointment and ask to speak with a CEP staff member.

### **CONTACT**

Priscilla Lopes  
Telephone: (617) 349-6166

### **COST**

None

## **Career Source**

185 Alewife Brook Parkway  
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.**

9 East Street

Cambridge, MA 02141

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:

- Work Skill Training/Work Experience - Participants build work skills and a recent work history while working at their own pace, on a flexible schedule as part of CE's Flex Force
- Career Preparation and Job Placement
- Individual Job Development Assistance - resume preparation, interviewing and job search techniques
- Support Services

### **ELIGIBILITY**

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

### **PROGRAM DATES**

Services offered continuously throughout the year

### **APPLICATION PROCESS / CONTACT**

Walk in or call CE Monday through Friday, from 8:30 a.m. to 5:00 p.m. at (617) 491-4200.

### **COST**

Services are funded by a variety of public and private sources.

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
- Full Employment Program (FEP) - Participants receive paid on-the-job training, a worksite mentor and a chance to become a permanent member of the workforce
- 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  
Mon.– Fri. 7:30 a.m.– 5:15 p.m.; Tues. open until 6:30 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

## **Massachusetts Rehabilitation Commission**

Vocational Rehabilitation Division

5 Middlesex Avenue

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 Gene Williams, Employment Program Manager, at (617) 628-2601 x3202 for an appointment.

### **COST**

None, if eligible. This program is funded by the National Council of Senior Citizens through grants from the U.S. Department of Labor.

**Vinfen Corporation**

Employment Training Center (ETC)

950 Cambridge Street

Cambridge, MA 02141

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

Services include:

- Career Exploration - informational interviews and situational assessments
- 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 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) 441-1885

Program Director

Telephone: (617) 441-1789

**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**

Brad Day or 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.

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, for a period of three semesters.

**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.-10:00 p.m.) and on Saturdays (from 9:00 a.m.-3:00 p.m.), to accommodate students' work schedules.

**CONTACT**

Janis Peterson, Coordinator, Community Collaborations  
Cambridge College  
Telephone: (617) 873-0288

**COST**

\$125 per credit for **CERTIFICATE** only  
\$280 per credit for **COLLEGE CREDIT**  
Some scholarships available for Cambridge residents.

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. Case management/counseling is provided to all applicants. 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. Average entry level salaries of graduates range from \$18-24,000 with benefits.

#### **ELIGIBILITY**

Applicants must:

- Be at least 18 years old
- 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 at (617) 494-0444 to arrange for an orientation or they can meet with a career counselor at one of the area Career Centers.

#### **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 11th 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 \$24,400-31,000 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.

**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. All youth have an opportunity to earn an AmeriCorps Education Award of \$2363.

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 Renee Jones, Program Director, at (617) 494-1460 x10

### **Cost**

None. Participants receive a weekly AmeriCorps 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) 228-2422

#### **COST**

The cost is \$75 per credit or about \$225 for a three-credit course, plus additional fees and books.

Cambridge Housing Authority/Community Learning Center  
**Gateways Program**  
675 Massachusetts Avenue  
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 English, Computer and Writing on Computer classes. Classes are held at the Jefferson Park housing development and at 119 Windsor Street.

**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, 2<sup>nd</sup> floor, in Central Square. Call John Galli at (617) 349-6362 or at (617) 497-4411 for the ESL classes or Wendy Quiñones at (617) 349-6365 for the writing/computer classes.

**CONTACT**

Call John Galli or Wendy Quiñones  
Community Learning Center  
Telephone: (617) 349-6363

**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 - 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 & ABE for parents & families
- Individualized, classroom & computer instruction for the homeless
- Workplace ESOL-for employees of participating businesses
- Citizenship- classes to prepare for citizenship interview, for intermediate ESOL students

### **ELIGIBILITY**

A resident of Cambridge, Arlington or Belmont

### **PROGRAM DATES**

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

### **APPLICATION PROCESS**

Applications accepted at the Community Learning Center.

### **CONTACT**

Receptionist

Telephone: (617) 349-6363

### **COST**

None

Community Learning Center  
**Bridge Program**  
19 Brookline Street - 2nd floor  
Cambridge, MA 02139

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

Academics: writing, math, study skills

Computers: keyboarding, spreadsheet, word processing

**ELIGIBILITY**

You must be a Cambridge resident OR a graduate of the Community Learning Center. You must have a GED or a High School Diploma. Preference is given to Cambridge Housing Authority residents.

**PROGRAM DATES**

Semester I - September through January

Semester II - February through June

**APPLICATION PROCESS / CONTACT**

Call Linda Huntington at the Community Learning Center.  
Telephone: (617) 349-6363

**COST**

None

Community Learning Center  
**Even Start 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 throughout the city, parents participate in English as a Second Language or Adult Basic Education classes. Children, parents, and staff meet twice a month for parent and child activities, and parents meet twice a month for a parenting discussion group. Children also receive a weekly home visit through the Cambridge Schools' Home Based Program.

**ELIGIBILITY**

To be eligible for the program, you must:

- Have a child under age 8
- Be a Cambridge resident
- Need adult basic education (reading, writing, math, or English as a Second Language)

**PROGRAM DATES**

The program is offered from September through July.

**APPLICATION PROCESS / CONTACT**

Call Sylvia Greene 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:

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
- GED Preparation in Spanish
- Notarization
- Substance Abuse Outpatient Support
- Spanish classes for beginners (Latinos and non-Latinos)
- HIV/AIDS Case Management, Prevention and 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 Concilio Hispano at (617) 661-9406 for an appointment

**CONTACT**

Cambridge office: (617) 661-9406; Somerville office: (617) 629-7090; Chelsea office: (617) 889-0888

**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

**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
- Domestic Violence, Mental Health & Family Services
- Home Ownership Assistance

### **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 for members and general public.  
Courses for beginners, Internet, graphics & multi media,  
family literacy & computer training for entrepreneurs.  
Internet access, scanner and printers available on-site.

### **FEES AND RESTRICTIONS**

Drop in hours:

Free for members, \$0 - \$5 for general public

Computer Classes:

\$15 - \$45 for members

Call for times and rates

**Cambridge Employment Program**

51 Inman Street

Cambridge, MA 02139

[www.ci.cambridge.ma.us/~DHSP/cep.html](http://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

---

**Cambridge Housing Authority**

Jefferson Park Computer Center

5A Jefferson Park

Cambridge, MA 02140

and

119 Windsor Street

Cambridge, MA 02139

(617) 497-4411

1-800-545-1833 x122 TTY

**COMPUTER SERVICES**

CHA Computer Centers provide ESL, Literacy and basic computer education classes offered through the Community Learning Center.

**FEES AND RESTRICTIONS**

CHA residents 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/](http://www.ci.cambridge.ma.us/~CPL/)

### **COMPUTER SERVICES**

Internet access, on-line periodical indexes with full text available at all branches. Classes in basic computers, Microsoft Word, Internet and Advanced Internet available at Central Square Branch only.

### **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.ci.cambridge.ma.us/~DHSP/coa/index.html](http://www.ci.cambridge.ma.us/~DHSP/coa/index.html)

(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**

185 Alewife Brook Parkway

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.

**Fitzgerald Community School**

70 Rindge Avenue  
Cambridge, MA 02140  
(617) 349-6302

**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**

Computer classes run through Harvard University Internet access.

**FEES AND RESTRICTIONS**

Free to Fresh Pond residents. Classes vary by age group.

**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. Thursday 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

**COMPUTER SERVICES**

Internet access, typing tutor, one on one introduction to computers.

**FEES AND RESTRICTIONS**

Free to Walden Square area residents

**Area 4 Youth Center**

243 Harvard Street  
Cambridge, MA 02139  
(617) 349-6262

**COMPUTER SERVICES**

Various classes 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**

Various classes 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**

70 Rindge Avenue  
Cambridge, MA 02140  
(617) 349-6277

**COMPUTER SERVICES**

Various classes 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**

Various classes 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**

19-1A Corcoran Park  
Cambridge, MA 02138  
(617) 349-6228  
(617) 349-6314

**COMPUTER SERVICES**

Various classes 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



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.ci.cambridgema.gov/~DHSP/owd/](http://www.ci.cambridgema.gov/~DHSP/owd/)