



# Award-winning Administrative Support Training Program



This program can provide entry into a rewarding, lifelong career. Southcentral Foundation (SCF) supports growing our own leadership – even SCF President/CEO Katherine Gottlieb started as a receptionist and progressed to her top leadership role.

Growth opportunities are available – get started today!



## PROFESSIONAL GROWTH

phase 5

- Progression
- Promotions
- Continued Mentoring

## TRANSITION TO FULL TIME

phase 4

- Benefits include retirement plans, wellness center, educational leave, childcare, 12 paid holidays, paid leave, health coverage

## 5 WEEKS ON-SITE TRAINING

phase 3

- Placed in one of 65 different programs or departments

## 3.5 WEEKS IN CLASSROOM

phase 2

- Goal Setting
- Life and Career Planning
- Customer Service
- And more!

## TEMPORARY HIRE

phase 1

- Interested in personal and professional growth?
  - 18 years or older?
  - Have a high school diploma or GED?
- Apply for this training program today!

Southcentral  
Foundation



Apply NOW at [www.southcentralfoundation.com](http://www.southcentralfoundation.com) or contact Kira Bouwens at (907) 729-4977.