



*Attention!*  
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NO EXPERIENCE REQUIRED-  
JUST A WILLINGNESS TO LEARN!

## COMMUNITY SERVICES BUREAU

### Student Intern On-The-Job Opportunities!

The Contra Costa County Community Services Bureau is offering a work experience program for low-income residents in our offices or child care centers to gain experience in the administrative and clerical field.

- ♦ Participants will receive on-the-job training and are **required to complete Metrix Learning online courses to remain in the program.** Participants will also receive mentorship, including customer service and general office support skills.
- ♦ Participants are eligible to participate if they are low-income defined as at or below 200% of the federal poverty guideline and may be enrolled in school.
- ♦ Participants will receive \$21.06 per hour 18-20 hours per week.  
(Hours subject to change based on funding)
- ♦ Participants must successfully pass physical exam, tuberculosis and fingerprint clearances
- ♦ High school diploma, G.E.D. equivalency or high school proficiency certificate are required
- Must be 18 years of age or older.

**POSITION IS TEMPORARY WITH NO BENEFITS**

### POSITIONS AVAILABLE

WEST, CENTRAL, AND  
EAST COUNTY

### How to apply:

**Call: Melissa @ 925.608.8853 for  
program  
requirements and to obtain an  
application.**

**Submit application to:**

**Melissa Molina  
mmolina@ehsd.cccounty.us**