



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**