



STRENGTHEN YOUR FAMILY'S ECONOMIC FUTURE | FORTALEZCA EL FUTURO ECONÓMICO DE SU FAMILIA

**MISSION ECONOMIC DEVELOPMENT AGENCY  
MEDA**

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**WELCOME**

# MEDA Services @ Plaza Adelante



# MISSION NEIGHBORHOOD ACCESS POINT



- Orientation
- Employment Plans
- Job preparation, search and interview skills
- Sector trainings
- Employer referrals
- Technology trainings
- Supportive services
- Referral services

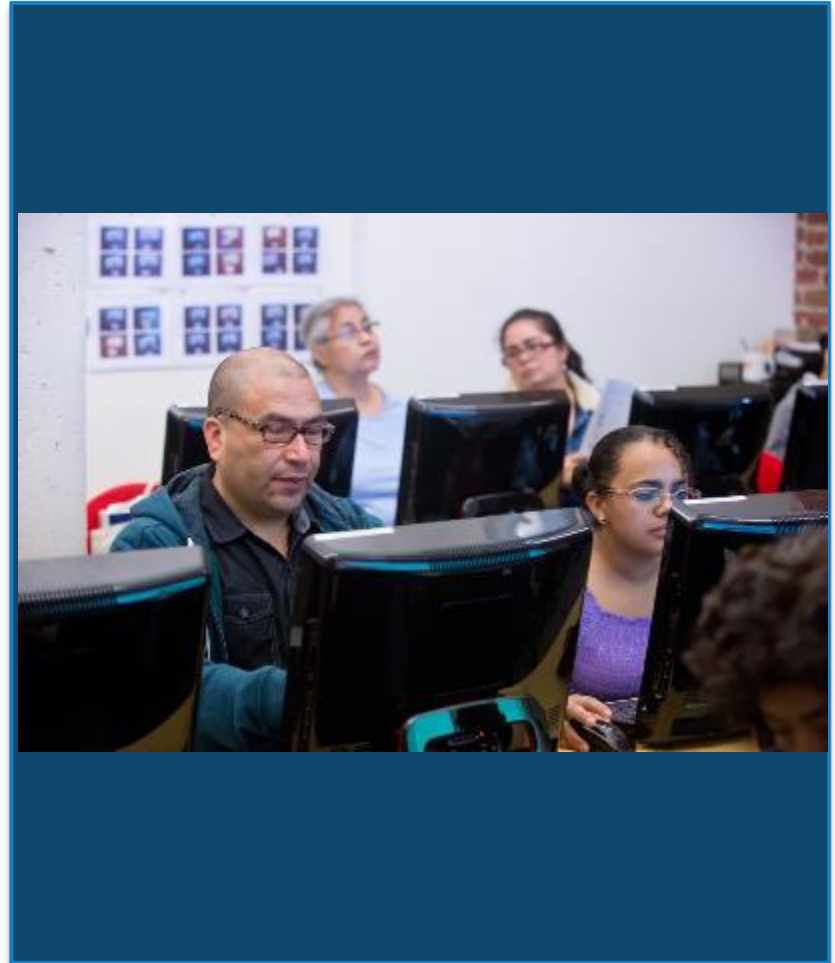
# JOB READINESS TRAINING

- 16 hour training
- Mock interviews
- Resume & cover letter prep support
- Job search tips
- Last week of each month



# TECHNOLOGY CENTER

- Build basic & intermediate digital literacy skills
- Advanced training
- Prepare for and earn Microsoft Office Certification
- Use fax, phone, and copy machine
- Open Monday to Thursday from 9 am to 5 pm and Friday 9 am to 12 pm.



# EMPLOYER EVENTS

- Job fairs
- Prescreening events
- Hear from local employers about trends and current job openings
- Mock interviews
- Employer spotlight events



# FINANCIAL CAPABILITY

- Financial coaching
- Income, savings, debt, & resources
- Free credit report
- Free tax preparation
- Secured credit card
- Bankruptcy support





# YOUNG ADULT WORKLINK

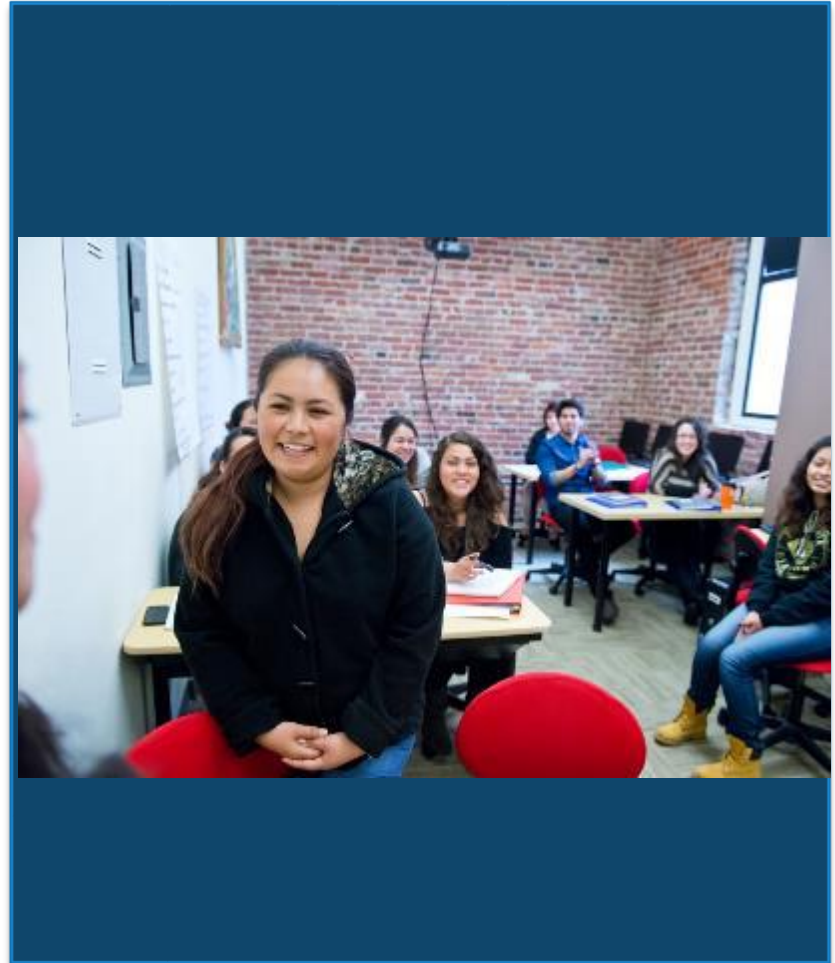


- Supports youth ages 17-24
- Build job skills
- Receive career coaching
- Participate in sector based trainings
- Finish your high school diploma or earn a GED
- College access support



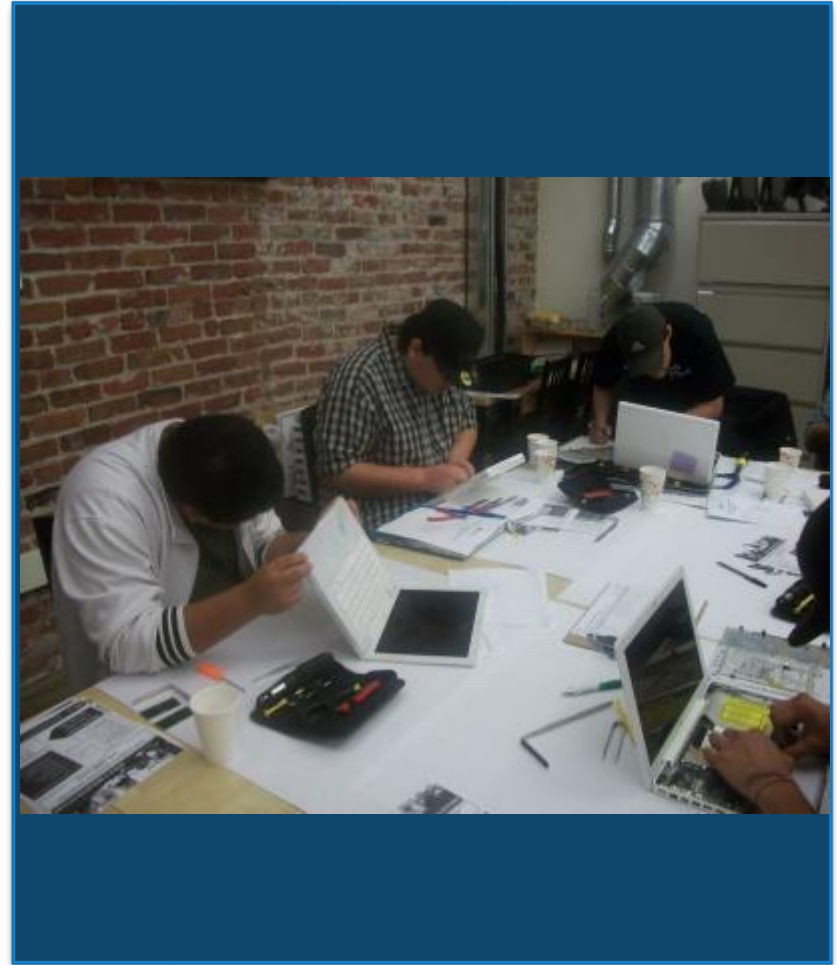
# CUSTOMER SERVICE PROGRAM

- 8 week training program
- Supports DACA youth (Deferred Action for Childhood Arrivals)
- Build your skills
  - Customer service
  - Technology
  - Financial capability
  - Team work
- Earn a stipend (\$\$\$) for participating



# MISSION TECHIES

- 12 week training program
- 4 sessions each year – winter, spring, summer & fall
- Build tech skills
  - Tech support
  - Wireless technology
  - IT Essentials
  - Office management
  - Microsoft Office certification
- Earn a stipend (\$\$\$) for participating



# BILINGUAL BANK TELLER PROGRAM

- 10 week training program
- 4 sessions each year – winter, spring, summer & fall
- Build bank skills
  - Communication
  - Sales
  - Bank vocabulary
  - Financial capability
  - Customer service
- Earn a stipend (\$\$\$) for participating



# OTHER SERVICES

## ONSITE EDUCATIONS

- In partnership with Five Keys, MEDA offers onsite high school completion and GED services.

## CITY AND COUNTY OF SAN FRANCISCO TRAINING PROGRAMS

Healthcare Academy

TechSF

Hospitality Academy

CityBuild Academy

[www.worforcedevelopmentsf.org](http://www.worforcedevelopmentsf.org)

# HOW TO START RECEIVING MEDA WORKFORCE SERVICES?

Attend a Tuesday or  
Thursday  
orientation at 9 am

Find a list of  
workshops online  
([www.medasf.org](http://www.medasf.org))

- Contact Phone #  
415.282.3334 ext  
160
- Email:  
[workforce@medasf.org](mailto:workforce@medasf.org)