



FOR IMMEDIATE RELEASE

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THE LITERACY CENTER GRADUATES 15 ADMINISTRATIVE PROFESSIONALS FROM INTENSIVE TRAINING PROGRAM AMID COVID-19 PANDEMIC

8-week training program supported by Women United helped students to increase job skills

ALLENTOWN, PA – The Literacy Center (TLC) announced the graduation of 15 students from its Administrative Professional Training Program on November 20th.

The Administrative Professional Training Program trains participants in the job skills necessary to achieve success in administrative office positions such as office manager, administrative assistant, executive assistant and more. The 8-week training program focused on the development of clerical skills, technological ability, soft skills, and job search and interview preparation.

Graduates of the challenging program completed 180 hours of class paired with multiple hours of homework each night, comprehensive weekly exams, projects, typing tests and a final exam – all done completely online, in the midst of a global pandemic. Students are required to apply for jobs throughout the program with the goal of securing employment for each graduate.

Kelly Gallagher, Workforce Development Manager for TLC offered the following: “These students overcame every obstacle set in their way to achieve their goal of completing this challenging program. They bring professionalism and determination to everything that they do. We are very proud of their successes and excited to see them use their skills in their new positions!”

TLC is pleased to share that 80% of Spring Administrative Professional Training Program graduates secured employment since they graduated in mid-April, at the height of the pandemic and in the midst of the highest unemployment the Lehigh Valley has seen in decades. Two of the 15 Fall Cohort Graduates have already secured employment a week after graduation.

This program was offered at no cost to participants thanks to the generous support of Women United, an affiliate group of United Way of the Greater Lehigh Valley.

Education for Work, Family and Life

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The Administrative Professional Training Program is offered to adult students with a high school diploma or GED equivalency every Spring and Fall. Enrollment for the Spring 2021 Administrative Professional Training Program is currently open. To learn more about the Administrative Professional Training Program, contact Erin Anderson, Career Counselor, at eanderson@theliteracycenter-lv.org.

About The Literacy Center

The Literacy Center's mission is to provide high quality education, training, and support for adults experiencing language, literacy, and employment barriers throughout the greater Lehigh Valley. TLC has been providing educational programs that help Lehigh Valley residents improve their skills since 1977. During the past forty-three years, over 30,000 adults have benefited from TLC's programs. To learn more, please visit www.theliteracycenter-lv.org.

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