



CCME Workforce and Professional Development TRAINING DIRECTORY



INVESTING IN PEOPLE, **STRENGTHENING PHILADELPHIA**





PRINCE HALL LODGE NUMBER 57

MESSAGE FROM THE MAYOR



Dear Philadelphians,

Our city's greatest strength has always been its people. The talent, grit, and hardworking spirit of Philadelphians is what makes this city so special, and my administration is here to ensure each and every one of you has access to economic opportunity.

This training directory features workforce and professional development programs for residents and employees provided by the City of Philadelphia and our community partners. This collection is designed to help you find growth opportunities, whether you are beginning your career, looking to improve your skills, or searching for your next job.

Talent can be found in every neighborhood and every school in Philadelphia. This directory was created to simplify your search for opportunities to use that talent at the City of Philadelphia. Inside you will find program descriptions, eligibility requirements, and contact information to begin your journey.

Our city is filled with hardworking, capable people who deserve the chance to reach their full potential. By investing in our workforce and expanding access to economic opportunity, we are not just strengthening individual careers, we are strengthening families, communities, and the future of our city.

I encourage you to explore this directory and consider the programs available. This is the first directory of its kind, and it will not be the last. We'll continue to grow these programs and add to this directory over time. Together, we will continue building a Philadelphia where every person, regardless of their background, has the chance to succeed.

Cherelle L. Parker

Mayor, City of Philadelphia

UNITED STATES

50
YEARS

Community
College
of Philadelphia



Community
College
of Philadelphia

COMMUNITY
COLLEGE OF
PHILADELPHIA

MESSAGE FROM THE EXECUTIVE DIRECTOR



Dear Philadelphians,

The City of Philadelphia is committed to creating economic opportunity for all residents.

Across the eco-system there are many valuable resources and programs residents can take advantage of to further their career goals and ambitions. We will continue to grow and support workforce programming across the City.

The City College for Municipal Employment (CCME) is an exciting new opportunity opening doors to quality public service roles for Philadelphia residents. As the third largest employer in Philadelphia, the City has jobs and educational programs for every type of career one can imagine. You will find many of those life-changing opportunities inside the pages of this directory.

CCME, in partnership with Community College of Philadelphia, is supporting training in Skilled Trades, Health, Public Safety, STEM, and Business and Administration pathways. The City and its many departments have built pathways to recruit and support a diverse workforce committed to efficient and effective government operations and services. We will continue to grow and enhance the programs available to residents seeking a career in public service and making Philadelphia a safer, cleaner, and greener place to live.

If you have a passion for helping others and want to have a direct impact on your neighbors, there is no greater way to serve your city than a career in municipal government. The offerings here will help you get closer to your goal.

Sincerely,

Carol J. de Fries

Executive Director

City College for Municipal Employment



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CITY RESIDENTS



CITY RESIDENTS

[YOUTH/STUDENTS]

■ Career Connected Learning PHL (C2L-PHL)

Office of Children and Families (OCF)

C2L-PHL gives Philadelphia youth work-based learning experience and career awareness through internships, service-learning projects, mentoring, and job shadowing.

■ **Contact:**
C2LPHL@jevs.org

■ **Eligibility:**
Youth, ages 12-24

■ **More Information**



■ CCME High School Seniors to City Employment Pipeline

Office of the Chief Administrative Officer (CAO)

The City College for Municipal College (CCME) is working with the School District of Philadelphia, partnering charter schools, and the Community College of Philadelphia (CCP) to provide supplemental training through its Power Skills Academy to High School seniors. This is an opportunity for students to connect with City employment opportunities that can lead to full time employment. Training areas include customer service, team-building, conflict resolution, interpersonal communication, business writing, critical thinking, problem solving, creativity, financial literacy, and budgeting.

■ **Contact:**
ccme@phila.gov

■ **Eligibility:**
High school seniors from participating School District and Charter Schools; students must be 18 years of age upon graduation and have legal work authorization; successful students will be screened by the relevant Departments for selection into the various City employment opportunities.

■ **More Information**

CITY RESIDENTS



■ Fire Explorers

Philadelphia Fire Department (PFD)

Fire Explorers is a program for teens and young adults interested in fire science, emergency medical services (EMS), disaster relief, emergency management, and military-related training. Fire Explorers will spend time learning about firefighting/EMS basics, community risk reduction, and fire prevention education. In addition, the Fire Explorers program of study helps young people get community service hours and develop the following skills leadership, teamwork, self-discipline, and several other skills.

- **Contact:**
PFDrecruitment@phila.gov
- **Eligibility:**
Teens ages 14-20
- **More Information**



■ Lifeguard and Swim Skills Training

Philadelphia Parks & Recreation (PPR)

PPR hires hundreds of lifeguards each summer. Interested applicants must pass the Parks & Rec lifeguard screening which includes a swim-tread-swim sequence and a timed swim. Lifeguards typically work 35 hours per week from June through August and receive free lifeguard certification. The starting salary for all PPR lifeguards is \$16 per hour.

- **Contact:**
parksandrecreation@phila.gov
- **Eligibility:**
City residents, 16+
- **More Information**

CITY RESIDENTS



Serve Your City

Mayor's Office of Education (MOE)

Serve Your City teaches Philadelphia high school students about municipal careers. The “mini course” teaches students about the diverse career opportunities of City employment, what it means to be a civil servant, and how to sign up for City job alerts. Work readiness skills and resume writing are embedded in the course. Students also create innovative ways to teach peers about what they have learned.

Contact:

education@phila.gov

Eligibility:

Students in grades 9-12 attending five Community High Schools: Frankford, Bartram, Dobbins, Kensington Health Sciences, and South Philadelphia.

The goal is to expand in FY 26 to additional schools.



CITY RESIDENTS

[INTERSHIPS]

■ CCME Civic Entrepreneurs Internship Program

City College for Municipal Employment (CCME)

Civic Entrepreneurs use their skills and resources to create sustainable change working alongside dedicated City professionals across all Departments and City offices. Interns will gain valuable insights into how departments, elected officials, community organizations, businesses, and higher education institutions, work together to provide effective and equitable City services. Internship roles include communications, community engagement, policy and legislation, business administration and project management.

■ **Contact:**
ccme@phila.gov

■ **Eligibility:**
Community College of Philadelphia students with a minimum of 30 earned credits enrolled in specific political science, communications, justice, English, sociology, behavioral health courses. 18+, minimum 3.0 GPA

■ **More Information**

■ Mayors Internship Program (MIP)

CAO - Office of Talent and Employee Success (OTES)

The Mayor's Internship Program offers college students and recent graduates paid hands-on experience in local government. Interns spend 10 weeks with a city department and receive weekly professional development and networking sessions. They engage in critical thinking problem solving and project management skills. As a team exercise, present to city leaders solutions addressing real city issues.

■ **Contact:**
mip@phila.gov

■ **Eligibility:**
College students - Annual Summer Internship Program, 10 weeks

■ **More Information**



CITY RESIDENTS

■ Medical Examiner's Office Internship

Medical Examiner's Office

The Medical Examiner's Office offers hands-on internships in multiple units: Bereavement Support Service, Fatality Review Program, Pathology, and Toxicology Units.

■ **Contact:**

tim-ryan.le@phila.gov or lisa.mundy@phila.gov

■ **Eligibility:**

Upper-level college and graduate students majoring in health-related fields. Interns should be aware they will be working in an environment that requires a strong ability to cope with human remains and bereavement. We recommend applicants are mentally prepared for this aspect of the internship. This position may not be suitable for individuals who may have difficulty managing exposure to these situations.

An internship agreement between the City and the student's college must be in place before any student can be considered for an internship in the toxicology laboratory. The agreement often takes 3-6 months to complete.

■ **More Information**

■ Philly Forward Summer Internship

Department of Public Health (DPH)

This eight-week paid internship provides pre-professional training to those interested in pursuing careers in public health. Each Philly Forward intern works directly with Department of Public Health leaders on a specific project or projects. These projects involve some combination of data collection, data analysis, program implementation, grant writing, preparation of reports, and community engagement.

■ **Contact:**

pdphpfi@phila.gov

■ **Eligibility:**

College students

■ **More Information**



CITY RESIDENTS

[APPRENTICESHIPS]

■ Automotive Apprenticeship

Fleet

Fleet's apprenticeship program trains and prepares high school students for rewarding careers in the automotive industry. High school students receive paid, hands-on experience while earning a high-school diploma. Under the guidance of a mentor/full performance technician, students learn skills of the trade. After graduation they are appointed to the full-time, civil service position of automotive apprentice.

■ **Contact:**

To learn more about this program, students should contact their high school's automotive instructor.

■ **Eligibility:**

High school students participating in school's automotive program.



■ Department of Public Property Apprenticeship Program

Public Property (DPP)

The apprenticeship program focuses on recruiting candidates currently in high school and who show an interest in skilled trades. This is a temporary hire (24 months-33 months; minimum completion of 390 work hours). During this assignment, the apprentice is paired with an experienced skills trade employee, to develop work skills, including communication, teamwork, etc. Upon completion of the program, the apprentice will have the opportunity to apply for public works maintenance (full-time permanent title) positions.

■ **Contact:**

Irene.Tankelewicz@phila.gov

■ **Eligibility:**

Graduating High School students

CITY RESIDENTS

Future Track

Streets

Engages at-risk young adults in a six to twelve-month paid program to perform meaningful public service work. Participants also receive job readiness training including basic literacy, financial literacy, leadership, and communication skills.

■ **Contact:**
streets@phila.gov

■ **Eligibility:**
City residents

■ **More Information**

Plug-In Philly Pre-Apprenticeship Program

Office of Transportation, Infrastructure, and Sustainability (OTIS)

Plug In Philly is a workforce development program developed to recruit and train 45 diverse Philadelphians for careers in electric vehicle supplies and equipment (EVSE). Training will occur over 3 cohorts for approximately 6-8 weeks of combined classroom and hands-on training for EVSE careers and apprenticeship pathways.

■ **Contact:**
caroline.haeffner@phila.gov

■ **Eligibility:**
City Residents, 18+

PWD Apprenticeship Program

Water

Apprentices receive both on-the-job and classroom training, along with mentorship from experienced employees, to prepare them for lifelong careers in skilled trades and STEM. Each apprenticeship starts with a 6-month period of temporary employment. Post the temporary employment, apprentices become eligible to promote into a permanent Civil Service title.

■ **Contact:**
waterinfo@phila.gov

■ **Eligibility:**
City residents, 18+

■ **More Information**



CITY RESIDENTS

■ Rebuild Paid Training Programs

Rebuild + Capital Programs Office

Rebuild offers workforce development programs designed to promote diversity and inclusion in the construction industry. Through its projects, Rebuild will provide clearer pathways to skilled trade union apprenticeships to those communities.

The programs currently offered include:

- Carpentry
- Masonry (Bricklayer, cement mason)
- Finishing Trades (Glazier, drywall, industrial bridge painting, commercial painter)
- Electrician
- Steamfitters (HVAC, welding)
- Plumber
- Sheet metal worker
- Sound and communication
- Ironworkers

■ **Contact:**
rebuild@phila.gov

■ **Eligibility:**
City residents

■ **More Information**



■ Serve Philadelphia VISTA Corps

Office of Community Empowerment and Opportunity

Full-time VISTAs serve for one year and work with City departments to fight injustices and causes of poverty. This program increases capacity for departments that serve low-income individuals and communities and produces alumni who are civically engaged, passionate, and employable.

■ **Contact:**
ServeVISTA@phila.gov

■ **Eligibility:**
City residents, 18+ with High School diploma or GED

■ **More Information**



CITY RESIDENTS

[FELLOWSHIPS]

■ International Fellowship Program

Office of the Chief Administrative Officer (CAO)

The International Fellowship Program (IFP) will begin in early 2025 and provide City departments with access to a culturally and linguistically diverse pool of international professionals in a variety of fields who have successfully completed 8-weeks of U.S. career readiness training at The Welcoming Center. A 12-week paid fellowship with a minimum of \$18/hour and 30 hours per week. Ongoing weekly or bi-weekly training and coaching support from The Welcoming Center.

■ **Contact:**

karen@welcomingcenter.org

■ **Eligibility:**

City residents enrolled in the Immigrant Professionals Program (via the Welcoming Center)

■ **More Information**



■ Urban Health Policy Fellowship

Department of Public Health (DPH)

The Department of Public Health offers paid two-year fellowships in urban health policy. Fellows participate in projects that help the department, address critical health issues, engage with stakeholders, develop policy solutions and get on-the-job training in public health policy development.

■ **Contact:**

UPHFellow@phila.gov

■ **Eligibility:**

Recent college graduates

■ **More Information**



CITY RESIDENTS

OTHER OPPORTUNITIES

Adult Education Philadelphia

Mayor's Office of Education (MOE)

Adult Education Philadelphia funds and supports adult education programs citywide to provide basic skills instruction in reading and math; HSE preparation; and ESL. Improving literacy skills will help students meet their employment and training goals.

■ **Contact:**
adulthood@phila.gov

■ **Eligibility:**
City residents, 16+

■ **More Information**

Carpenter's Readiness Apprenticeship Program (CARP)

CARP aims to train motivated females, minorities, and residents of Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, and Philadelphia counties who face barriers to employment in the building trades. CARP is a registered Pre-Apprenticeship program under the PA Department of Labor.

■ **Contact:**
rwalsh@eascarpenterstech.edu

■ **Eligibility:**
Participants are 16+

Catto Scholarship

Mayor's Office of Education and Community College of Philadelphia

The Octavius Catto Scholarship is a path to a free associate's degree for eligible full-time students. Students receive free tuition and course materials, up to \$1,100 per semester towards basic needs support and enhanced coaching.

■ **Contact:**
cattoscholarship@ccp.edu

■ **Eligibility:**
Enrolled CCP students, some income and residency requirements.



CITY RESIDENTS

■ Construction Apprenticeship Preparatory Program (CAPP)

CAPP is a state registered construction pre-apprenticeship program that prepares participants to pass the various Building Trades Unions and construction industry at large entrance exams. CAPP is linked with existing apprenticeship programs and provides the instruction, preparation, and support to advance participants to apprenticeship programs or other careers.

■ **Contact:**
info@cappprep.com

■ Finishing Trades Institute (VIP) Pre-Apprenticeship

The Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) in partnership with the Philadelphia School District has developed a Vocational Intern Partnership (VIP) Program. This program is created to educate and provide hands-on experience in painting, drywall finishing, glazing, and wallcovering to students in their Junior and Senior years of high school.

■ **Contact:**
tureka@fti.edu

■ MyWIC

MyWIC (Women in Construction) is a free summer camp for girls in 7th – 12th grades in Philadelphia. During the two-week program, campers participate in hands-on, immersive career exploration activities with the construction trades.

■ **Contact:**
nacipf.org/students

■ Pushing Progress Philly

Office of Re-Entry Partnerships

Pushing Progress Philly (P32) is a 12-month training and supportive services program that provides participants with job training, coaching services and paid employment.

■ **Contact:**
majeedah@nicetowncdc.org

■ **Eligibility:**
City residents

■ **More Information**

■ Rosie's Girls Pre-Apprenticeship

Pre-apprenticeship designed to expand opportunities, build diverse talent, and help increase the representation of women in the building and construction trades. Rosie's Girls is supported by Apprentice Training for the Electrical Industry (ATEI), in partnership with the International Brotherhood of Electrical Workers (IBEW) Local Union 98.

■ **Contact:**
tallmond@ibew98.org

■ **Eligibility:**
The program serves individuals in Bucks, Chester, Delaware, Montgomery and Philadelphia counties.



CITY RESIDENTS



Same Day Work and Pay

Department of Planning and Development and the Pennsylvania Horticultural Society (PHS)

PHS partners with community organizations to employ under- and unemployed Philadelphians to perform daily work assignments such as clearing vacant lots, cleaning street corridors, and completing other community improvement tasks. Participants receive \$100 per day and are paid on-site where they can also connect with social services support.

■ **Contact:**
phsonline.org

■ **Eligibility:**
City residents

Samuel Staten Sr. Pre-Apprenticeship

Provides education and employment training to increase the number of people of color and women entering the construction union apprenticeship programs as well as construction unions.

■ **Contact:**
info@ssspap.org



Wheels to Work

Office of Transportation Infrastructure and Sustainability (OTIS)

This five-week training course for adult job seekers combines workforce development training with learning about Indego and bicycling. Individuals who complete the program will receive a FREE six-month pass to Indego, free professional headshots, and a certificate of completion.

■ **Contact:**
otis@phila.gov

■ **Eligibility:**
City residents

WINC Tradeswoman Readiness Pre-Apprenticeship

Women in Nontraditional Careers (WINC) is a Philadelphia regional collaboration to support, increase, and advance participation of women in construction, manufacturing, and transit careers. Industry-recognized credentials include NABTU Apprenticeship Readiness Certificate, OSHA 10, and First Aid/CPR.

■ **Contact:**
erin@fti.edu



CITY RESIDENTS

FREE LIBRARY OF PHILADELPHIA

The Free Library of Philadelphia (FLP) can help residents identify a career pathway through their training opportunities in healthcare, construction, IT, manufacturing, hospitality, and more.

In addition to training, Philadelphians can also find resources for resume writing, interviewing skills, job databases and more.

The FLP also supports Next Level Learning by offering classes that include:

READING, WRITING AND MATH
ENGLISH FOR SPEAKERS OF OTHER
LANGUAGES (ESOL)
GED AND HiSET PREP
BASIC COMPUTER SKILLS

Free
LIBRARY OF
PHILADELPHIA

Adult learners can call the hotline at **1-833-750-5627** to learn more about classes and enroll during regular business hours (8:00 a.m. to 4:30 p.m.).

- **Contact:**
workplace@freelibrary.org
- **Eligibility:** Require at most a high school diploma, GED, or its equivalent
- **More Information**

BUILDING PHILADELPHIA'S FUTURE

To achieve the Mayor's vision of a safer, cleaner, greener city with access to economic opportunity for all, the City of Philadelphia is committed to strengthening our alliances and partnerships that enhance access to quality jobs for Philadelphians. The City is working to become one of the most innovative and coordinated workforce development ecosystems in the nation as the City College for Municipal Employment evolves and expands. As we scale up our investments for an inclusive and equitable economy, Philadelphia will continue to convene stakeholders within and city government and across external partners.

We will work closely with the workforce ecosystem to support future growth in our established priority sectors and our emerging industries, grow and strengthen our youth workforce and pre-apprenticeship pipelines, bolster the union organizations and employers that provide quality jobs, and support our building trades that are the backbone of building our future.



PHILADELPHIA'S UNIONS

Philadelphia's unions, particularly in building trades and other sectors, offer benefits like higher wages, better working conditions, and job security, and also provide access to resources like training, apprenticeships, financial assistance, and community support. Highlighted below are several of the many union organizations in Philadelphia contributing to quality jobs in our economy:

■ Fraternal Order of Police (FOP) Lodge 5

This union represents police officers and law enforcement personnel in Philadelphia, including the Philadelphia Police Department and Philadelphia Sheriff's Office.

■ More Information

■ International Association of Fire Fighters (IAFF) Local 22

This union represents: Firefighters, EMTs, and other fire department personnel in Philadelphia.

■ More Information

■ Philadelphia Council AFL-CIO

This organization represents over 100 local labor unions and 150,000 working people across public and private sectors, as well as the building and construction trades.

■ More Information

■ AFSCME District Council 33

The organization represents Philadelphia's municipal employees, including those in the Streets, Sanitation, Water, and Police Dispatch departments, as well as other agencies.

■ More Information

■ AFSCME District Council 47

The organization represents workers and retirees in the Non-profit, Higher Education, Cultural/ Arts, & Government sectors of the greater Philadelphia, PA area.

■ More Information



PHILADELPHIA'S UNIONS

■ District 1199C and District 1199C Training & Upgrading Fund

District 1199C is an affiliate of the National Union of Hospital and Health Care Employees, AFSCME, AFL-CIO. The District 1199C Training & Upgrading Fund has grown to include more than 50 acute care hospitals, long term care and behavioral health facilities, and homecare agencies.

■ More Information

■ Philadelphia Building Trades

This organization includes various building and construction trade unions. Some of the unions affiliated with the Philadelphia Building Trades include:

- Boilermakers Local #13
- Bricklayers and Allied Craft Workers Local #1
- Cement Masons & Plasterers union Local #592
- I.B.E.W. Local #98, Local #269, Local #98 North, & Local #654
- Elevator Constructors Local #5
- SEIU 32B
- Insulators & Allied Workers Local #14
- Insulators & Allied Workers Local #89
- Iron Works District Council, Local #401, & Local #451
- Laborers District Council, Local #57, Local #332, Local #413
- Operating Engineers, Int'l Union of Local #452
- Operating Engineers Stationary, Int'l Union of Local #835

- Int'l Union of Painters & Allied Trades District Council #21
- Plumbers Local #690
- Reinforced Iron Workers Riggers & Machinery Movers Local Union #405
- Roofers & Waterproofers Local #30
- IATSE Local #8 (Int'l Alliance of Theatrical Stage Employees)
- Sheet Metal Workers Local #19
- Sprinklerfitters Local #692
- Steamfitters Local #420
- Teamsters Local #107

■ More Information

■ SEIU Local 32 BJ Mid Atlantic District

This organization works primarily as cleaners, property maintenance workers, doormen, security officers, airport workers, window cleaners, building engineers, and school and food service workers. Its ranks include railroad and factory workers as well.

■ More information

■ UNITE HERE Philly

This union represents 7,000 hotel, gaming, and food service workers in Philadelphia.

■ More Information

WORKFORCE PROFESSIONAL ALLIANCE PROGRAM

The Workforce Professional Alliance (WPA), overseen by the City's Department of Commerce, is a collaborative of high-impact organizations focused on developing talent solutions for Philadelphia. The WPA's membership is made up of more than 20 workforce development organizations representing more than \$70 million in workforce investment in Philadelphia. The WPA works to deliver high-quality services, customer training solutions and outcomes for both employers and job seekers.

- **Questions:**
WorkforceProfessionalAlliance@phila.gov
- **View:**
[Workforce Professional Alliance 2023 Resource Guide.](#)



WPA MEMBERS AT A GLANCE

Community Integrated Services

Empowers people with disAbilities overcome obstacles and gain meaningful employment.

cisworks.org

Congreso de Latinos Unidos, Inc.

Enables individuals and families to achieve economic self-sufficiency through career pathway programs.

congreso.net

Drexel Goodwin College of Professional Studies

Provides a flexible and supportive learning environment for Philadelphians to access business services and continued education.

drexel.edu/goodwin/

Educational Data Systems, Inc.

Provides employment and training services to job seekers, including industry-specific boot camps..

edsisolutions.com

Episcopal Community Services

Provides a variety of services and coaching for economic mobility.

ecsphilly.org

Esperanza

Offers bilingual services in career counseling, educational development and skills training, job placement, and veteran services.

esperanza.us

HopeWorks

High-wage technical training and paid work experience in Web Design and GIS.

hopeworks.org

WORKFORCE PROFESSIONAL ALLIANCE PROGRAM

Impact Services

Provides access to occupational training, basic skills upgrading and GED preparation, and job development services.

impactservices.org

JEVS Human Services

Connects individuals to the training and credentials they need, across a range of industries, to secure a successful career path.

jevshumanservices.org

Peirce College

A wide range of educational programs designed for busy adults to earn a degree online.

peirce.edu

Per Scholas

Rigorous training for adult jobseekers in the technology workforce.

perscholas.org/locations/philadelphia/

Philadelphia OIC, Inc.

Organization providing free vocational training to start in banking, hospitality, and energy-oriented careers.

philaoic.org

Philadelphia Youth Network, Inc.

Prepares 12–24-year-olds for career readiness through a variety of programming opportunities.

pyninc.org

PowerCorps PHL

4–24 month paid experience for 18–30-year-olds to connect with job in clean energy, green infrastructure, and community-based careers.

powercorpsphl.org

Project HOME

Provides a variety of Adult Learning and career track training classes for residents in North Philadelphia.

projecthome.org

S.P.I.N

Provides a variety of employment support and career connections for adults with autism and intellectual/developmental disabilities.

spininc.org

Uplift Solutions, Inc.

Provide training and employment opportunities for re-entering citizens.

upliftsolutions.org

Urban League of Philadelphia

Provides job search support for all individuals, including one-on-one coaching, resume help, interview skills, etc.

urbanleaguephila.org

The Welcoming Center

Promotes inclusive economic growth by developing training programs for immigrants' integration into the workforce.

welcomingcenter.org

West Philadelphia Skills Initiative

Connects Philadelphians with employers and provides soft-skills curriculum.

philadelphiaskills.org

Year Up, Inc.

Works across industries preparing participants with skills in Helpdesk/ Desktop Support, Banking, Business Fundamentals, Customer Success, Project Manager Support.

yearup.org

YouthBuild Philly

Charter School for 17–20-year-olds offering industry-recognized certifications in construction, culinary arts, business administration, healthcare, and childcare.

youthbuildphilly.org

WORKFORCE PROFESSIONAL ALLIANCE PROGRAM

WPA PROGRAMS BY INDUSTRY

Business and Finance

- Philadelphia OIC, Inc. BankWork\$
- Year Up Accounting & Corporate Finance
- Year Up Banking
- Year Up Business Fundamentals
- Year Up Investment Operations
- Year Up Project Management Support
- YouthBuild Philly Business Administration & Customer Service

Commercial Drivers License (CDL)

- Congreso de Latinos Unidos, Inc. CDLA
- Uplift Solutions, Inc. Workforce CDL Training Program

Creative Arts

- Project HOME Creative Art Courses

ESL and Digital Skills

- Project HOME Computer Basics
- The Welcoming Center English and Digital Skills Training

Healthcare

- Congreso de Latinos Unidos, Inc. Certified Medical Assistant Program
- Congreso de Latinos Unidos, Inc. Next Step Program
- Congreso de Latinos Unidos, Inc. Emergency

Higher Education

- Drexel Goodwin College of Professional Studies
- JEVS Human Services EduConnect
- Peirce College
- Project HOME College Access Program
- YouthBuild Philly Healthcare

Hospitality

- Philadelphia OIC, Inc. Hospitality Industry Training
- Project HOME Customer Service
- Project HOME ServSafe Food Handler
- Project HOME ServSafe Manager
- Year Up Customer Success
- YouthBuild Philly BAS Culinary Arts & Wellness

Social Services and Human Services

- Congreso de Latinos Unidos, Inc. Human Services Pathway
- Project HOME Peer Specialist
- YouthBuild Philly Child and Youth Care

Supportive Services

- Community Integrated Services
- Drexel Goodwin College of Professional Studies
- Educational Data Systems, Inc.
- Episcopal Community Services
- Esperanza
- Free Library of Philadelphia
- Impact Services Corporation
- Philadelphia Youth Network, Inc.
- S.P.I.N
- The Welcoming Center Immigrant Fellowship Program
- The Welcoming Center International Professionals Program

Technology

- HopeWorks Training Program
- Per Scholas Cybersecurity
- Per Scholas IT Support/Desktop Support
- Per Scholas Java Developer
- Urban League of Philadelphia Urban Tech Jobs
- Year Up Cybersecurity
- Year Up Data Analytics
- Year Up Help Desk/Desktop Support
- Year Up Quality Assurance
- Year Up Software Development & Support

Trades and Smart Energy

- Philadelphia OIC, Inc. Smart Energy Technical Training
- PowerCorpsPHL Industry Academies
- PowerCorpsPHL TRUST
- Project HOME Forklift, Powered Industrial Trucks
- Uplift Solutions, Inc. Workforce HVAC Training Program
- West Philadelphia Skills Initiative Navy Yard Skills Initiative
- YouthBuild Philly Advanced Construction
- YouthBuild Philly Green Building



CITY RESIDENTS

PHILADELPHIA WORKS, INC.

PHILADELPHIA
WORKS^{IN}

Philadelphia Works (PhilaWorks) is a 501(c)(3) non-profit organization that invests in solutions and services to grow Philadelphia's economy by connecting employers to workforce talent and career seekers to jobs.

Philadelphia Works leverages resources and cross-sector relationships to advance a thriving workforce. By partnering with government, public, and private organizations, we implement innovative solutions and pilot programs that strengthen Philadelphia's economy.

- **Call:**
1-833-740-JOBS (5627)
- **Eligibility:**
Youth and Young Adults ages 12-24.
- **More Information**

■ **PA CareerLink® - Philadelphia County - Employment Services**

Offers a variety of free career development services including job finding assistance, workshops, training programs, and career exploration resources. Offers in-person and virtual assistance.

PA CareerLink® Northwest

5847 Germantown Avenue, Philadelphia, PA, 19144

- **Call:** (215) 557-2592
- **More Information**

PA CareerLink® Suburban Station

1617 JFK Boulevard, Philadelphia, PA, 19103

- **Call:** (215) 557-2592
- **More Information**

PA CareerLink® North

4261 North 5th Street, Philadelphia, PA, 19140

- **Call:** (215) 557-2592
- **More Information**

PA CareerLink® West

3901 Market Street, Philadelphia, PA, 19104

- **Call:** (215) 557-2592
- **More Information**



CITY RESIDENTS

CITY COLLEGE FOR MUNICIPAL EMPLOYMENT BRIDGE TO CITY EMPLOYEE PROGRAM

The CCME Bridge to City Employment Program is a partnership with the Community College of Philadelphia and opens doors to City employment through free skills and technical training in the following areas:

- Skilled Trades
- Healthcare
- Business & Administration
- Stem
- Public Safety
- Technology

■ **Contact:**
ccme@phila.gov

■ **[More Information](#)**

Program Eligibility:

- Philadelphia residency at the time of enrollment
- 18 years or older by the anticipated date of CCME program graduation/completion (Correctional Officers – 20 yo)
- High School Diploma, or equivalent, by the anticipated date of CCME program completion
- Expressed interest in employment with the City of Philadelphia
- Valid work authorization

Program participants receive ongoing coaching and career counseling, achievement incentives, career readiness workshops and supports, Civil Service and Nelson Denny test prep, and access to a wide range of social services through CCP including tutoring, financial education, legal aid, tax preparation, etc.



CITY RESIDENTS

CITY COLLEGE FOR MUNICIPAL EMPLOYMENT BRIDGE TO CITY EMPLOYEE PROGRAM

“The City College for Municipal Employment creates an opportunity for our students to acquire quality city jobs through career exposure and training,”

– said Superintendent Tony B. Watlington, Sr. Ed.D.

Current Programs and Corresponding City Positions:

Computer Support Specialist Program
COMPUTER USER SUPPORT SPECIALIST

Office Administration Program
OFFICE CLERK

Transportation Technology Program
TRADES HELPER (AUTO MECHANIC)

Patient Service Representative Program
MEDICAL CLERK

Public Safety Program
CORRECTIONS OFFICER



All CCME Participants are required to enroll in:

- **The Career Success Power Skills (CSPS) Program** provides a strong foundation in the application of workplace skills, including communication, teamwork, work habits, life skills, and budget basics. A basic math refresher is also included to reintroduce key math concepts needed to successfully enter employment, further study, or other programs.
- **The City 101 Course** covers topics such as: municipal service and its impact, the structure of Philadelphia's government and workforce, the City's Diversity Equity and Inclusion Principles, the responsibilities and expectations of municipal employees, and characteristics of working with diverse cultures.

CURRENT CITY EMPLOYEES



CURRENT CITY EMPLOYEES

CITY COLLEGE FOR MUNICIPAL EMPLOYMENT UPSKILLING

“City College for Municipal Employment has helped me envision what I can become and set a higher standard for my career goals. This certification is important not only for my self-confidence but also for my family, as it allows me to provide for them. I plan to continue learning and improving to become the best at what I do. Thank you to everyone who created this program for giving me and others the opportunity to grow and succeed.”

– Jordan, participant in CCME Upskilling Program

The City of Philadelphia's Office of the Chief Administrative Officer (CAO) and Office of Human Resources (OHR) are collaboratively identifying and creating several Upskilling tracks for current City employees. These upskilling programs empower entry-level employees to advance their skill set and move into a higher role within their department.

Departments are responsible for identifying talented City workers primed for the next step in their career. CCME identifies appropriate training partners to provide education and training. CCME and departments collaborate on integrating on the job experience assignments for participants.

Current Upskilling Program Include:

ELECTRONIC TECHNICIAN TRAINING

with the Streets, Water, and Aviation Departments

SURVEYOR 1 TRAINING

with the Streets Department

INDUSTRIAL MAINTENANCE MECHANIC

with the Water and Streets Departments





CURRENT CITY EMPLOYEES

PHL PHILADELPHIA
INTERNATIONAL AIRPORT

■ Conflict Busters: Communication Superhero's Unite!

Department of Aviation

This is a three -part series that includes "Be Assertive" Accountable Communication, "Communicating through Conflict" and "Dealing with Difficult Behaviors". The series objectives are: To enhance communication skills, develop conflict resolution Strategies, foster emotional intelligence, and communication with respect and power.

■ **Contact:**
latia.white@phl.org

■ **Eligibility:**
City employees

■ Custodial Leadership Academy

Department of Aviation

The goal of the Custodial Leadership Academy is to: sharpen the performance skills and confidence of the custodial supervisors and crew chiefs, review City and Dept. Of Aviation policies and procedures, and supervise with P.R.I.D.E. People first, Respect, Integrity, Diversity, and Excellence.

■ **Contact:**
latia.white@phl.org

■ **Eligibility:**
City employees, Department of Aviation

■ Lead Forward – Supervising with P.R.I.D.E

Department of Aviation

The Leadership Development series focuses on empowering new leaders and equipping them with the tools they need to successfully manage projects and tasks at PHL. This series is a collection of learning offerings designed to help leaders explore better ways to supervise with P.R.I.D.E.!

■ **Contact:**
latia.white@phl.org

■ **Eligibility:**
City Employees, Department of Aviation Managers and Supervisors

■ Work with P.R.I.D.E.!

Department of Aviation

This comprehensive training series covers three essential topics: "Generations at Work: Embracing Diversity for Success", "Civility at Work", & "Global Diversity Training". Participants will explore multi-generational dynamics to foster collaboration, engage in discussions to enhance cultural competency and learn strategies to promote respectful interactions among colleagues.

■ **Contact:**
latia.white@phl.org

■ **Eligibility:**
City employees, Department of Aviation

CURRENT CITY EMPLOYEES



Construction Management Certification Program

Streets

The Department of Streets, along with the Philadelphia Water Department, developed in-house, engineering and construction courses that provide City employees with an opportunity to improve their current job performance as well as advance their careers. City employees can receive the Certification upon completion of 10 eligible courses.

■ **Contact:**
angela.c.johnson@phila.gov

■ **Eligibility:**
City employees

HR University

Office of Human Resources (OHR)

HR University is a new professional development opportunity designed to enhance Human Resource skills, create consistency in the application of HR practices across the City, and prepare employees ready to further their career in the HR profession within the City of Philadelphia.

■ **Contact:**
hr@phila.gov

■ **Eligibility:**
City employees in an HR related role or field

Leadership Academy

Department of Public Health (DPH)

Performance Plus International (PPI) is partnering with DPH to design and implement a Leadership Academy that equips current and future public health leaders with the necessary skills, tools, and resources to advance the department's strategic goals. This initiative aims to foster leadership excellence across all levels of the organization, ensuring alignment with DPH's mission and vision.

■ **Contact:**
kasad@ppiinc.net

■ **Eligibility:**
DPH Contact and Civic Service Employees

Microsoft 365 Skill Builder Series

Office of Innovation and Technology (OIT)

Technical training courses, offered in-person at four distinct levels, covering Word, Excel, PowerPoint, Outlook, Teams, and SharePoint. This comprehensive training equips learners with new skills to improve the way they work.

■ **Contact:**
ITLND@phila.gov

■ **Eligibility:**
City employees



CURRENT CITY EMPLOYEES

■ Conflict Management

CAO - Office of Talent and Employee Success

Provides learners with an understanding of how conflict arises in the workplace and how to manage conflict within working teams.

- **Contact:**
talentsuccess@phila.gov
- **Eligibility:**
City employees

■ Effective Interviewing

CAO - Office of Talent and Employee Success

Provides employees with tools to use before, during and after the hiring process. Attendees will learn how to conduct interviews within the guidelines provided by federal, state and municipal laws and policies.

- **Contact:**
talentsuccess@phila.gov
- **Eligibility:**
City employees



■ Elevated Leadership Excellence (ELE)

Office of Chief Administrative Officer (CAO), Office of Human Resources, and the Office of Diversity, Equity, and Inclusion (ODEI)

The program is designed to offer leadership development opportunities across the City workforce. Through the ELE program, City leaders will grow their emotional intelligence, their ability to facilitate difficult conversations and to supervise across differences. The program will also ensure new and current leaders understand and use DEI principles in their day-to-day decision making and communications.

- **Contact:**
talentsolutions@phila.gov
- **Eligibility:**
City employees, Managers and Supervisors





CURRENT CITY EMPLOYEES

■ Essentials of Conducting Effective Meetings

CAO - Office of Talent and Employee Success

Review the essentials for effective meetings (both in-person and virtual), including ways to upgrade your agendas and best practices.

■ **Contact:** talentsuccess@phila.gov

■ **Eligibility:** City employees

■ Family Health Training Academy

CAO - Office of Talent and Employee Success

Program offers a range of brief e-modules covering topics related to family health created by Philadelphia experts. Provides client-facing (caseworkers, frontline staff) with tools to support the needs their clients face, as well as information about community resources and referrals.

■ **Contact:**
talentsuccess@phila.gov

■ **Eligibility:**
City employees

■ Mental Health First Aid

CAO - Office of Talent and Employee Success

Teaches skills needed to identify, understand and respond to signs and symptoms of behavioral health challenges or crisis.

■ **Contact:**
talentsuccess@phila.gov

■ **Eligibility:**
City employees

■ Performance Excellence

CAO - Office of Talent and Employee Success

In-depth review of performance and behavior management of City employees, including coaching and progressive discipline..

■ **Contact:**
talentsuccess@phila.gov

■ **Eligibility:**
City employees



CURRENT CITY EMPLOYEES

■ Project Leadership: Project Management Principles

CAO - Office of Talent and Employee Success

Session identifies and uses project management techniques and tools identified by the Project Management Institute. Learners will be exposed to various plans and charts to improve project leadership skills and understanding.

■ **Contact:**
talentsuccess@phila.gov

■ **Eligibility:**
City employees



■ Returning to Learning Partnership Program

CAO - Office of Talent and Employee Success (OTES)

The Returning to Learning program offers tuition discounts for City employees who attend participating colleges and universities. Spouses, domestic partners, and dependents of City employees may also be eligible, depending on the school. The goal of the program is to help employees develop and continue their education.

■ **Contact:**
talentsolutions@phila.gov

■ **Eligibility:**
City employees and their spouses/dependents, eligibility will vary based on institution





CURRENT CITY EMPLOYEES

INSTITUTE FOR MANAGEMENT STUDIES

additional training opportunities for City employees

The city has partnered with the Institute for Management Studies to provide professional leadership courses taught by some of the leaders in the industry. These highly informative sessions provide insight into leadership that meets the highest standards in the business.

If you wish to register for a course, you must first contact your HR Professional for approval. Once approved, your HR professional will guide you through the process.

All courses and programs listed in this directory are subject to change seasonally.



Current Offerings:

- **Smart, Not Loud:** How to Get Noticed at Work for all the Right Reasons
- **One Day MBA:** The Critical Stuff they Don't Teach you at Business School
- **The Evolving Role of Leadership:** Transforming Good Leaders into Great Ones
- **Leading with Emotional Intelligence**
- **Boosting Productivity:** Time Management Tactics for Working Smarter
- **Cultivating Mental Agility in a Complex World**
- **Mastering Tough Conversations:** Communicate Best when it Matters Most
- **Command the Room:** Elevate your Executive Presence and Impact
- **Lead with Agility:** Building Character, Competence, and Resilience
- **How to Think Strategically and Make an Impact**
- **Become an Influential Communicator**
- **The Power of Instinct:** the New Rules of Persuasion in Business and Life
- **Elevate Women Leaders:** Building Stronger Teams and Leading with Impact
- **Dealing with Difficult People:** Turn Tension into Collaboration
- **From Good to Great:** Leadership Skills that Inspire Action and Deliver Results
- **Communicating with Influence and Impact**



WORK FOR THE CITY

The City of Philadelphia is an employer of choice, offering rewarding careers in public service with excellent benefits and professional growth opportunities. Employees have access to upskilling programs, career development resources, and meaningful work that impacts communities citywide.

If you want to make the future of Philadelphia, safer, cleaner, and greener with **ACCESS TO ECONOMIC OPPORTUNITY FOR ALL** while building a career, **APPLY TODAY.**

- Medical
- Prescription
- Dental
- Vision
- Wellness program
- Employee assistance program
- Life and accident insurance
- Back-up care program
- Transit Benefit Program
- Public Service Loan Forgiveness: City employees can enroll in the Public Service Loan Forgiveness program.
- Defined retirement benefit plan or hybrid defined benefit/contribution plan
- Deferred compensation
- Five years of retirement health benefits after 10 years of service
- Generous Paid Time Off
 - » 13 Paid Holidays
 - » 10 Vacation Days
 - » 15 Sick Days
 - » 5 Administrative Leave Days
 - » 8 Weeks of Paid Parental Leave

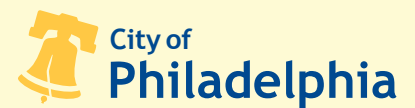


PROGRAMS
I'M INTERESTED IN...

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**ONE PHILLY,
A UNITED CITY!**



Learn more and apply to work for the City of Philadelphia today!

WORK.PHILA.GOV