



CONSTRUCT Business Operations Academy

Kickstart a career in the Utility, Construction and Other Related Industries!

Take advantage of the ComEd Business Operations/Admin Training Program. This 6-week program will help you gain the skills needed for entry-level administrative jobs in the utility, construction, and related fields. It's FREE to participate and you'll earn a Business Operations 101 Certificate!

Focused on developing your Business Operations & Project Management skills training needed to compete for jobs and connect you directly with partner companies.

- **Develop the professional skills** required to be successful in the workplace.
- **Gain knowledge** of various entry-level project management, analyst, and administrative responsibilities.
- **Get hands-on experience** when you create and execute a project with the support of a mentor through the Capstone Project.
- **Enjoy access to community and employer partners** to help find employment opportunities.

Learn more!
ComEd.com/Workforce

Cara Collective
237 S. Desplaines Ave., Chicago, IL 60661 | Phone: 312-798-3309 | Email: Recruitment@carachicago.org

The Chicago Urban League
4510 S. Michigan Ave., Chicago, IL 60653 | Phone: 773-285-5800 | Email: cellis@chiul.org

Quad County Urban League
1685 N. Farnsworth Ave., Aurora, IL 60505 | Phone: 630-851-2203 | Email: info@qcul.org

YWCA Metropolitan Chicago Laura Parks and Mildred Francis Center
6600 S. Cottage Grove Ave., Chicago, IL 60637 | Phone: 773-496-5651 | Email: construct@ywcachicago.org

Program Structure

Schedule: 6 Week Program

Student Cost: FREE

Certificate Earned: Business Operations 101

Academy Requirements

- **Must be at least 18 years old**
- **High school diploma** or GED equivalent
- **Must pass enrollment tests**
- **Have a valid driver's license**
- **Background and drug test**
- **Admissions interview**

In partnership with



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