

New Community Hispanic Development Corporation

The Hispanic Development Corporation was founded in 1993 as a bilingual Hispanic outreach program. Since then, we have broadened our mission to include charitable services to enhance and strengthen the cultural, educational, physical, psychological, and spiritual well-being of our local community members.

NCC's Workforce Development and Gateway-To-Work Center

Hispanic Development works in partnership with the New Community Workforce Development and Gateway-To-Work offices. The workforce development center is a state-of-the-art facility offering an array of career development and job acquisition options.

New Community Workforce Development Center

201 Bergen Street, Newark, NJ 07103

Phone: (973) 824-7994

Fax: (973) 824-6545

Office Hours ~ Monday thru Thursday:

9 AM to 4 PM

OUR MISSION ~ To help residents of inner cities improve the quality of their lives to reflect individual God-given dignity and personal achievement

New Community Hispanic Development Corporation
540 Orange Street
Newark, New Jersey 07107
973-268-1236



Hispanic Development Corporation

540 Orange Street

Newark, NJ 07107

tel: 973-268-1236

fax: 973-481-5286

www.hispanicdevelopment.org



Hispanic Development Courses

English as a Second Language-Civics

Monday thru Friday

10 AM to 12 PM or 6 PM to 8 PM

Saturday: 9 AM to 12 PM

These programs are provided for adults 16 years or older who are not in the school system. Students must score a 6 level or below on the BEST Plus test.

Citizenship

Monday thru Friday: 8-10 AM or 6-8 PM

Saturdays: 9 AM to 1 PM

Computers ~ Basic Level

Monday thru Friday: 8-10 AM or 6:30- 8:30 PM

Saturday: 9 AM to 1 PM

Learn the basics of operating systems, hardware, Note Pad, Paint, Windows and Internet Explorer and more.

Computers ~ Intermediate Level

Saturday: 12 PM to 3 PM

PowerPoint, Word, or Excel

Touch-typing

Monday thru Friday: 5:30 PM to 6:30 PM

Spanish Instruction

Customize schedules for corporate clients

Financial Literacy

Customized schedules for groups of 15 students. Learn financial basics, household budgeting, and the benefits of banking and on-line banking.

Day and evening classes conducted at 540 Orange St.

Only evening classes conducted at 654 Summer Ave.

Hispanic Development Services

Volunteer Income Tax Assistance

Free tax preparation

IRS Acceptance Agent

Free Individual Taxpayer Identification Number processing

Childcare Services

Free childcare services available for qualifying participants – Even Start Program

Other Services

- Immigration Services ~ Legal advice and paperwork preparation
- Notary public services
- Workshops and conferences
- Social services referrals
- Translation services

*Weekday courses are 10 weeks long

**Saturday courses are 21 weeks long



Gateway-to-Work Program

This program offers linkages to jobs and support services that lead to overcoming barriers to successful employment. Individuals receiving public assistance (TANF, GA, ABAWD, and Food Stamps) can take advantage of these services as well as the employability skill training, including:

- Job Search Program
- Life Skills Program
- Partially Employed Customer Program
- Rapid Transition to Work
- Cashier/Customer Service Program
- Job Placement Services

Workforce Development

General Education Development (GED)

973-824-6484, ext. 119

Monday thru Thursday

9:30 AM to 2:30 PM or 5:00 PM to 8:00 PM

Obtaining a high school diploma is one of the crucial first steps in finding gainful employment. This program is a sure route to career development. Students receive instruction in each of the five (5) subject areas of the GED exam: Language Arts - Reading, Language Arts, Writing, Science, Social Studies, and Mathematics. Students take simulated tests, which are corrected and analyzed to determine strengths and weaknesses. The Literacy Lab is equipped with computers and interactive literacy and GED Test Prep software.

GED preparation is available for adults 16 years or older who are not in the school system. Students must score a 9.0 grade level or above on the TABE test. Students who score below are entered into pre-GED