



## Mission Neighborhood Access Point (MNAP): January 2020 Calendar

Mission Economic Development Agency

2301 Mission St | (415) 282-3334 | Monday-Friday 8:30am-5:30pm

Monday	Tuesday	Wednesday	Thursday	Friday
		1 -Closed	2 -Digital Opportunity Center: 1:00-5:00 pm	3 -Digital Opportunity Center: 1:00-5:00 pm
6 -Digital Opportunity Center: 1:00-5:00 pm	7 -Digital Opportunity Center: 1:00-5:00 pm	8 -Digital Opportunity Center: 1:00-5:00 pm -MEDA Welcome Orientation 5:45-8:00 pm	9 -Workforce Retreat - CLOSED	10 -MEDA Retreat - CLOSED
13 -Mission Admins 2:00-5:00pm -Digital Opportunity Center: 1:00-5:00 pm -Mission Digital, Basic Computer Class 6:00-8:00 pm	14 -Mission Admins 2:00-5:00pm -Digital Opportunity Center: 1:00-5:00 pm	15 -Mission Admins 2:00-5:00pm -Digital Opportunity Center: 1:00-5:00 pm -MEDA Welcome Orientation 5:45-8:00 pm	16 -Mission Admins 2:00-5:00pm -Digital Opportunity Center: 1:00-5:00 pm -Mission Digital, Basic Computer Class 6:00-8:00 pm	17 -Mission Admins 2:00-5:00pm -Digital Opportunity Center: 1:00-5:00 pm -Mission Digital, Basic Computer Class 6:00-8:00 pm
20 -Closed	21 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited	22 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -MEDA Welcome Orientation 5:45-8:00 pm	23 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm	24 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm
27 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm	28 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited	29 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm -MEDA Welcome Orientation 5:45-8:00 pm	30 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm	31 -Mission Techies 9:00-1:00 pm -Mission Admins 2:00-5:00pm -Tax Season, no lab hours, computer usage availability limited -Mission Digital, Basic Computer Class 6:00-8:00 pm



## January 2020 Events and Programs Description:

Mission Neighborhood Access Point (MNAP) - 2301 Mission Street, Suite 301, San Francisco, CA 94110 | (415) 282-3334

Learn more about MEDA's training programs and register for upcoming courses - Visit [www.medasf.org/programs/workforce-development-program](http://www.medasf.org/programs/workforce-development-program)

### [Mission Techies:](#)

This is a 16-week program in which participants learn a wide array programming skills. Participants will have the opportunity to do various projects to put into practice learned skills. Participants will also receive employment services. Next cohort begins on January 21<sup>st</sup> 2020

Learn more: [medasf.org/programs/mission-techies](http://medasf.org/programs/mission-techies)

### [Digital Opportunity Center:](#)

MEDA's Digital Opportunity Center provides a free drop-in computer lab to apply for job placement and career advancement opportunities. The Digital Opportunity Center is a San Francisco Microsoft Office Specialist Center, offering Word, Excel, and PowerPoint 2019 Specialist access.

Learn more: [medasf.org/programs/technology-internet-2](http://medasf.org/programs/technology-internet-2)

### [Free Tax Preparation:](#)

MEDA provides free tax preparation at the largest VITA Site Free Tax Preparation program in the San Francisco Bay Area. To make an appointment call 211.

Tax season starts on January 21<sup>st</sup>, 2020

Walk in hours are Thursday 1:00-4:00 pm

Learn more: [medasf.org/programs/free-tax-preparation](http://medasf.org/programs/free-tax-preparation)

### [MEDA Welcome Orientation:](#)

The MEDA Welcome Orientation serves as the Mission Neighborhood Access Point orientation offered in English and Spanish. This weekly orientation introduces the community to all the services that are offered at MEDA. After completing the orientation, participants will have a one-on-one meeting set with appropriate staff participants depending on need.

Learn more: [medasf.org/programs/welcome-orientation](http://medasf.org/programs/welcome-orientation)

### [Mission Admins:](#)

This 7-week professional administration training will prepare participants to enter the administration and financial services work field. Participants will receive training on Microsoft Office, Salesforce CRM, banking, Google Suite and job readiness skills. Participants will also receive employment services.

Next cohort starts on January 13th 2020

Learn more: [medasf.org/programs/mission-admins](http://medasf.org/programs/mission-admins)



## [Housing Opportunities:](#)

MEDA's Housing Opportunities program provides one-on-one coaching sessions and group workshop curriculum in English and Spanish.

Clients receive help with financial education, credit coaching, home ownership coaching, affordable housing options, rental preparedness coaching, etc

First Time Homebuyer Class: Every second Saturday of the month 8:00-3:00pm (\$50 certification cost)

Walk in hours: Wednesdays 1:00-4:00pm

Learn more: [medasf.org/programs/housing-opportunities](http://medasf.org/programs/housing-opportunities)

## [Business Development:](#)

Business Development program has provided technical assistance to San Francisco businesses for 40+ years, all to create jobs and income for low- and moderate-income residents of the city.

Clients receive help with: Business plans, lease negotiation, start or expansion of a business, marketing and social media skills, apply to small business loans

Business classes: Thursdays 5:30-8:00-pm (8 weeks)

Learn more: [medasf.org/programs/business-development](http://medasf.org/programs/business-development)

## [Mission Digital, Basic Computer Literacy](#)

Basic computer usage for community members with no computer knowledge.

Mouse and keyboard usage, web search, email creation, prints and scan, online banking, etc.