

*A Tax-Exempt Nonprofit Corporation*

408 SW Jackson Street  
Topeka, Kansas 66603  
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(913) 735-4272

2620 SE 23rd Street  
Programs & Services Center

[www.ibsa-inc.org](http://www.ibsa-inc.org)  
[admin@ibsa-inc.org](mailto:admin@ibsa-inc.org)

**Employment & Training Services**

**One-on-One - Job Coaching & Assistance**

*Job Development, Retention & Support Services*

*Resume Preparation, Acing the Interview, Job  
Fair Networking, Effective Online Job Search,  
Digital Literacy & Life Skills for Job Seekers\*  
Referral to OJT and Apprenticeship Training*

**Office Clerical Skills Training**

*Phone Etiquette, Document Prep, Computer Operation  
Microsoft Office Applications, Google Docs, Excel  
Other Typing Tutorials, and Remote Work Assignments*

**Avocational Training**

*(Digital Literacy & Tech Skills Development)  
Internet Technology, Social Media, Web Development*

**Specialized Industry Training Referral**

*Pre-apprenticeship Job Training; Construction & Trades*

**Work Experience / Community Service**

*Close Employment Gaps, Gain New Reference,  
Obtain Work-Ready Skills, Reduce Court Fees*

*Referrals by Court Services Accepted*

Community Service—Youth

**Expungement Assistance**

Felony & Misdemeanor

**Other Support Services**

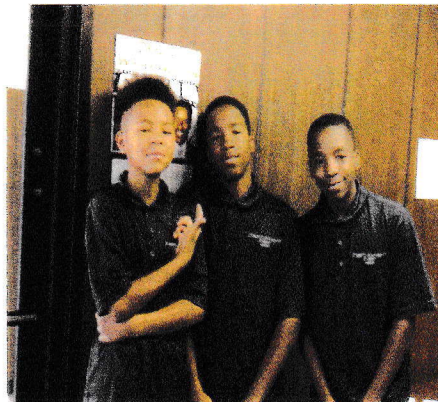
*Business Development & Support Services  
Public Policy Research, Analysis & Advocacy  
Low-Cost Computer and/or Internet Service \**

**Mission**

*To provide humanitarian services to those in need.*

**Employment & Resource Network**

- Local Government Employment
- Kansas Workforce Centers
- Chambers of Commerce
- Kansas Office of Apprenticeship
- State of Kansas Employment
- Older Worker's Programs (SER National)
- Local Company's Needing Motivated Employees
- Referral to Other Community Partners & Nonprofits



pay it  
**forward**

we support

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advocacy  
leadership  
engagement  
economic opportunity



**We Support & Promote Enterprising Youth**  
***Streets University—Youth Development Program***

Est. 1993

*IRS Tax-Exempt*

***Bridging The Gap Initiative***

[www.ibsaconnect.pcsrefurbished.com](http://www.ibsaconnect.pcsrefurbished.com) \*