



**ACE** | Achievement  
Community  
Employment

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## ACE's Mission

### Provide Training and Facilitate Employment

The Ainkawa Center for Employment (ACE) was created in July, 2008 to address unemployment and capacity issues in Erbil, Iraq. From its office in Ainkawa, ACE implements outreach activities across the city to gather information about employers and job seekers. The information obtained is stored in a digital database, and used as an innovative tool to match those who seek employment with those who offer employment. ACE offers free trainings on a variety of basic office skills, and via a mentorship program, provide focused and financially-supported assistance to candidates seeking to gain practical skills through on-the-job training.

### Connect Job Seekers and Employers

ACE has created a digital database to profile job seekers and employers in Erbil, including private companies, NGOs, clubs, government organizations and others. Using a simple questionnaire form, ACE collects (and confidentially stores) basic information in the database to match job-seekers with employers and vice versa. All persons regardless of age or experience are welcome to be members, as are companies or organizations, regardless of profession or whether or not any positions are currently open.

### Training and Capacity Building

At its office in Ainkawa, ACE regularly offers FREE trainings on a variety of essential skills, including CV-building, memo-writing, letter composition, emailing, corporate profile building, interview techniques and more. The classes are open to all, regardless of age, profession or level of skill or experience. No sign-up or appointment is necessary for attendance—the classes are operated on a 'first come, first serve' basis. Class curricula and schedules are available online.

### Mentorship

Mentorship terms of six month will be offered to individuals interested in developing a particular skill set or technical expertise. Mentees will be matched with employers for on-the-job training monitored and subsidized by ACE. The mentorship is open to people of all ages and abilities. Visit the website or ask an ACE office for details of the mentorship program



### Training and Conference Facility

The ACE training facility is available for rent as a conference and training facility. The room, which seats up to 32 people, is equipped with a digital projector and a laptop to run data shows, as well as a whiteboard, desks and chairs. Optional amenities include beverages, food, computers, stationery, course materials and customized instruction from ACE. The room can be rented by the half day or day. Additional information about the facility and its availability can be found on the website, or by contacting ACE.

### Website

The ACE website is a clearing house of information for job seekers. Materials on the site include many downloadable templates for CVs and letters, as well as information about training curricula and schedules. Employers and job-seekers interested in becoming a part of the ACE database can download and email the brief informational document required for membership.



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