



**PROJECT FOR  
PRIDE IN  
LIVING**

## **CTEP Service Member – CareerForce**

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*PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.*

**Department:** Career Services

**Program:** Employment Training

**Site:** CareerForce, (800 W. Broadway, Minneapolis, MN 55411)

PPL Career Center (1021 E. Franklin Ave, Minneapolis, MN 55404)

PPL Housing Sites

**Reports to:** Addriana Her, Employment Services Manager – Career Center

**Position type:** Full-time AmeriCorps – Community Technology Empowerment Project (CTEP)

### **CTEP Program Description**

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the “digital divide” for new Immigrants and low-income communities in Minneapolis and St. Paul. Join AmeriCorps CTEP and help make the information age accessible to all. CTEP is a project of Saint Paul Neighborhood Network (SPNN).

### **Site History and Mission**

Project for Pride in Living, Inc. (PPL) is a nonprofit organization dedicated to empowering low-income people to become self-reliant through integrated services. Our mission: *PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.* PPL began as an affordable housing developer in 1972, and has since become a robust multi-service agency that today serves more than 13,000 low-income people annually.

[Here's a glimpse into the work of PPL](#)

PPL strives to be an equitable and inclusive organization committed to elevating the voices of the communities we serve who are disproportionately affected by systemic inequities.

### **Specific Site Responsibilities**

This position brings technology and employment services to many people who traditionally have barriers to accessing these resources. There are two CTEP positions at this location. Members will serve in the CareerForce-North Minneapolis site, providing 1:1 support to computer lab participants as well as teaching computer skill workshops. Members will spend some time offsite, serving directly with PPL residents of targeted housing sites to increase technology skills and access, employability, and job search. This will be achieved one-to-one, as well as in group settings, by supporting residents with computer literacy (computer labs), employment skills, and job search. Members will also collaborate with a team at the PPL Career Center to provide similar services and connect residents to Career Center programs as needed.

*Specific duties will include:*

- Provide a friendly, welcoming and learning environment for participants on site
- Develop one-to-one relationships with participants and increase participation through outreach
- Provide group and one-to-one technology based services to include digital literacy, employment, education, access to benefits, and navigating online resources
- Update workshop curriculum as needed to meet programming needs
- Enroll and manage a case load of residents/participants with diverse needs; determine participant needs through intake and assessments, utilize case management best practices to track residents/participants, program goals and outcomes
- Attend regular team meetings, trainings, and collaborate with various PPL teams and departments to integrate services and connect residents/participants to services and programs
- Plan and facilitate trainings related to leadership development, digital literacy, and employment services
- Network and collaborate with community agencies to connect participants to resources, services and programs
- Recruit resident and community volunteers to work with PPL programs
- Train and supervise community volunteers for on-site computer labs

**Preferred Site Schedule for Member**

Monday – Friday primarily between the hours of 8:30-5pm, with occasional evening commitments. Members will flex their schedule as needed.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes at the service site, and citizenship skills. These Corps days take place twice a month on the 1st and 3rd Fridays from 9 AM to 4 PM, and these trainings are mandatory. Members also attend statewide AmeriCorps events, such as the Martin Luther King Day celebration, and may serve on the statewide InterCorps Council.

**Site Environment**

This position offers CTEP members the opportunity to serve alongside PPL's group of dedicated social service and employment training providers as fully-integrated site team members. Through colleagues, additional trainings, and direct experience, CTEP members will have access to professional development opportunities including DEI, trauma-informed care, poverty-reduction strategies, case management, housing policy and operations, employment and training and social work. We take a personal and holistic approach to solving social issues and are fortunate to have an innovative and caring group of professionals working together to create a supportive environment.

The PPL team is passionate, creative and supportive. We are dedicated to racial equity and inclusion, passionate about addressing the drivers of poverty, creative and innovative in doing that work, and provide a supportive culture of learning.

CTEP members works individually, with other CTEP AmeriCorps members, PPL team members, and partners with staff across PPL programs. Members will work primarily with PPL's Family Supportive, Single Adult Supportive Housing and Affordable Housing programs.

CTEP members will be officed at the CareerForce - North Minneapolis site and serve a diverse population at the CareerForce, PPL Career Center, and PPL housing sites in Minneapolis, St. Paul, and surrounding suburbs. These sites work with many individuals that are new immigrants, lower-income, experiencing homelessness, have a disability, and/or mental health concerns.

Members will travel to PPL housing sites, PPL Career Center, and community organizations. Access to a reliable, insured vehicle is preferred but not required. Members must have a valid MN Driver's License with a good driving record within the last 3 years consistent with PPL's Driving Policy. Members will use Office 365, PC computer, printer, projector, fax, Zoom, and Google Classroom in their job.

### **How to Apply**

Apply online at [my.americorps.gov](https://my.americorps.gov) and click on "Apply to Serve" (be sure to search for the "Community Technology Empowerment Project" or "CTEP" when asked to indicate what program you would like to send your application to). Contact: Joel Krogstad, [krogstad@spnn.org](mailto:krogstad@spnn.org), 651.298.8918.

We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations will be made upon request. Alternative formats of this document are also available.