

Free training to become a Office Specialist

About the Program

- Develop your administrative skills to obtain a position as a Hennepin County Office Specialist.
- **Starting wage is \$20 per hour plus benefits and career laddering.**
- Program includes Hennepin County's own internal trainings and unique networking opportunities.
- Earn certificates in Microsoft Office, Customer Service, and Business Writing.

Currently Enrolling!

- **September 13 - October 29**
- **A hybrid of online & in-person classes**
- **Classes run 9 a.m.-12p.m. Monday - Friday**
- **Enrollment process must be completed by September 3!**



Qualifications Include:

- High school diploma or GED
- At least 18 years of age
- Legal to work in the United States
- 18-months clerical experience
- Proficient math and reading skills

Start Today!

The first step for all PPL training programs is to attend a virtual information session. Join via Zoom on your phone or computer every Monday from 10 a.m.–11 a.m. Request an invite by scanning the QR code or visiting our website: www.ppl-inc.org/career-readiness-programs



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PROJECT FOR PRIDE IN LIVING

www.ppl-inc.org