



PROJECT FOR PRIDE IN LIVING

Education and Curriculum Development Intern- Career Center

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.

Organization:	Project for Pride in Living (PPL)
Program:	Career Center
Schedule:	10-15 hours/week; can be flexibly scheduled between 8 am-4 pm, flexible start
Supervisor:	Associate Director of Employment Training
Location:	PPL Career Center, 1021 E. Franklin Ave., Mpls. 55404
FLSA Status:	Unpaid internship

Summary: *The intern works with and supports PPL's career training programs. These programs range from short-term to long-term trainings focused on moving those with employment barriers into livable wage positions with career-laddering opportunities. The intern will be working directly with program instructors to update curriculum using principals of adult education and then teach the content as needed.*

Responsibilities:

- All tasks are in collaboration with current Employment Specialist Staff; this is a collaborative effort
- Conduct skills gap analysis based on employer needs versus educational outcomes
- Assess current curriculum content across programs
- Design a detailed curriculum development and improvement plan
- Edit and improve current curriculum for consistent content and formatting across programs
- Create engaging training course content (videos, quizzes ...) based on principals of adult education
- Set or update learning objectives for each section of course curriculum
- Organize both the physical and digital resources for instructors
- Provide a completed manual for each program, both an instructor and student version
- Attend meetings with collaborative partnerships such as Hennepin County, State of MN, and others

Qualifications:

- Experience or interest in curriculum design, instructional design or content development
- Comfortable working collaboratively or under the guidance of a staff member
- Familiarity with principals of adult education or education theories and methods
- Ability to write English clearly with a high-level of comfort in vocabulary and grammar
- Ability to adhere to HIPAA, ADA and data privacy requirements

Education and/or Experience:

- Pursuing a degree in Communication, Education, Social Work, Career/Technical Education, or English
- High degree of cultural sensitivity; comfortable working with participants from diverse backgrounds.

Benefits:

- Completed curriculum will be available for your personal portfolio
- Experience working with a diverse group of people and clients

- Professional development include trainings, workshops, team meetings and events and can be tailored to the intern's goals and field of study
- An introduction to a long-standing and highly reputable non-profit with demonstrated results

Application Process: Please direct questions and resumes/cover letters to Kelsey Shelton at Kelsey.Shelton@ppl-inc.org. The process includes an interview, references and a background check for final candidates. Applications will be accepted until the position is filled.

Project for Pride in Living is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.