



PROJECT FOR PRIDE IN LIVING

Employment Training Intern

Mission statement: *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, Employment Training
Site:	Remote
Schedule:	15-20 hours/week; flexible schedule, fall, spring, and/or summer semesters
Supervisor:	Kelsey Shelton, Employment Training
FLSA Status:	Paid, stipend

Summary: The *Employment Training Intern* will work with staff to review and develop PPL's Core Curriculum of soft-skills and job-acquisition topics. Intern will use a strong race-equity lens to deep-dive current content, critical thinking skills to make necessary changes, and creativity to develop content into engaging lessons for live-sessions or pre-recorded digital-delivery.

Responsibilities:

- Collaborate with staff to gain a working knowledge of non-profits, grant funding, PPL's overall operations and the specifics of the Career Center and the employment training programs
- Research and ascertain details of the BIPOC experience in the professional work place, taking specific effort to thoroughly understand these nuances and to incorporate them into PPL's Core Curriculum; possibly conducting informational interviews or seeking expert opinion
- Work with a variety of staff members whom all play a different role with the curriculum, proactively seeking to understand their program specific needs and seeking constant feedback throughout the development process
- Develop a frame-work for evaluating the current curriculum and its delivery method, considering adult learning theories, removing bias and stereotyping, and inclusion of content directly applicable to participant success
- Using this frame-work, evaluate the current curriculum and its use within PPL's learning management system (G-Suites), create a proposal for strategic improvements and associated timelines
- Produce engaging lessons with applicable content, meaningful activities, branded slide-decks, and thorough instructor notes for live classroom instruction; review curriculum with staff on a regular basis incorporating feedback
- Coordinate and/or conduct audio and visual recordings and digitalization of engaging lessons for pre-recorded delivery; reviewing curriculum with staff on a regular basis and incorporating feedback
- Attend meetings, follow-up on agenda items, and conduct other tasks, as assigned

Qualifications:

- Knowledge of, coursework and/or experience in DEI and race equity work
- Experience working with people from diverse backgrounds and experiences, highly skilled at ascertaining bias and stereotyping, and comfortable seeking out the BIPOC experience in career ladder work positions
- Experience with conducting research, analysis, program evaluation, and project management
- Strong vocabulary, spelling, writing, and proofreading skills
- Knowledge of, or quickly able to learn, Google Classroom, MS Office Suits, and creating Slide Decks
- Task focused with an ability to create outcomes in ambiguous situations, open to feedback
- Excellent communication, organization, time management, problem-solving, and relationship building

Application Process: Please direct questions and resumes/cover letters to Zarah Augustine at Zarah.augustine@ppl-inc.org. The process includes an interview, references and a background check for final candidates