



PROJECT FOR PRIDE IN LIVING

Equity and Engagement Intern

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.

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

Department:	Administration (Equity and Engagement)
Schedule:	15-20 hours/week; flexibly scheduled; Fall/Spring semesters & summer
Supervisor:	Nichole Salaam, Director of Equity and Engagement
Location:	PPL Administrative Offices, 1035 E. Franklin Ave., Minneapolis, 55404
FLSA Status:	Paid (\$14 hourly)

Summary: *The Equity and Engagement Intern will support the work of the NDP (Neighborhood Engagement, Diversity, Equity, and Inclusion-DEI & Public Policy) committees. The work of the NDP committees is to support and champion PPL's strategic plan initiatives by, 1) deepening and strengthening community partnerships; 2) fostering and striving to create a diverse, equitable, and inclusive work environment, and programs and services; and 3) supporting advocacy efforts to elevate participant, resident, and youth voice.*

Responsibilities:

- Assist with collection and analysis of key neighborhood engagement data points (i.e., indicators for housing, employment, economic vitality).
- Conduct research on and provide up-to-date information to committees on key public policy issues and priorities.
- Work with the Communications Team to create NDP-related social media content.
- Collaborate with staff across departments to increase working knowledge of nonprofits; informational interviews with staff can be arranged to learn about potential career paths. (Department areas include: housing development, career training, resident services, property management, and operations.)
- Work with Director of Equity and Engagement and NDP committee Co-Chairs to schedule and coordinate meetings and event logistics including room reservations, food, tech setup, and materials.
- At the direction of the Director of Equity and Engagement and NDP Co-Chairs, research and engage prospective speakers, facilitators and panelists for NDP-hosted events.
- Attend and take notes at NDP and other meetings, or other fulfill administrative tasks, as assigned.
- Organize and maintain NDP digital archives.
- Assist the Equity and Engagement Team in planning and executing quarterly e-newsletters to inform and educate staff on neighborhood, DEI, and policy-related news, initiatives and events.
- Help to co-coordinate and/or co-facilitate (with committee co-champions) all-PPL NDP committee sponsored events including retreats, workshops, Lunch & Learns, and community outreach events (i.e., Open Streets, Days on the Hill).

Qualifications:

- Knowledge of, coursework and/or experience in DEI (diversity, equity, inclusion) and race equity work.
- Coursework and/or experience in policy/advocacy work.
- Experience working with individuals of diverse cultural, ethnic, racial backgrounds and/or those who are low income.
- Experience, or knowledge of community organizing and/or neighborhood engagement.

- Excellent organizational and communication skills.
- Awareness of and sensitivity to individuals of diverse cultures, backgrounds, and orientations.
- Critical thinker, highly competent at understanding, distilling, and effectively communicating complex issues to a diverse audience.
- Strong vocabulary, spelling, and writing and proofreading skills.
- Self-motivated and able to work independently while seeking appropriate direction and guidance from supervisors when needed.
- Demonstrated ability to plan and manage multiple assignments to meet deadlines.
- Proficiency in MS Word, Excel, Outlook, PowerPoint and online research skills.
- Excellent interpersonal and collaboration skills with the confidence to interact effectively with all levels of management and staff.
- Professional, positive, and approachable attitude.

Benefits:

- Professional development experiences may include trainings, workshops, team meetings, and events and can be tailored to the intern's goals and field of study.
- College credit may be available through an academic department or program.
- Understand how to operationalize race equity within an organization.
- Learn about policy analysis and issues specific to affordable housing.
- Opportunity to engage with community leaders.

Application Process: Please direct questions and cover letters/resumes to Zarah Augustine at Zarah.Augustine@ppl-inc.org, 612-455-5111. The process includes a phone interview, face to face interview, reference check, and a background check for final candidates. Applications will be accepted until the position is filled. 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. **Persons of color, members of the LGBTQIA community, women, and individuals with disabilities are strongly encouraged to apply.**

PPL is an EEO/AA 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.