



# PROJECT FOR PRIDE IN LIVING

## Equity and Engagement Intern

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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.*

<b>Department:</b>	Neighborhood Engagement, Diversity, Equity, & Inclusion (DEI), & Public Policy teams
<b>Schedule:</b>	15-20 hours/week, spring semester; flexibly scheduled
<b>Supervisor:</b>	Nichole Salaam, Director of Equity and Engagement
<b>Location:</b>	PPL Central Office, 1035 E. Franklin Ave., Mpls. 55404
<b>FLSA Status:</b>	Unpaid internship

**Summary:** *The Equity and Engagement Intern will support the work of the NDP (DEI, Neighborhood Engagement & 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 diverse, equitable, and inclusive programs and services for residents, participants, and staff; and 3) supporting advocacy efforts to elevate participant and resident voice.*

### Responsibilities:

- Work with Director 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 and co-chairs, research and engage prospective speakers, facilitators and panelists for NDP-hosted events.
- Attend and take notes at NDP and subcommittee meetings. Organize and maintain NDP digital archives.
- Assist the Communications co-champions in planning and executing monthly e-newsletters to inform and educate staff on DEI, neighborhood and policy-related news, initiatives and events
- Help to co-coordinate and/or co-facilitate (with committee co-champions) NDP committee all-PPL events including retreats, workshops, Lunch & Learns and community outreach events (i.e., Open Streets, Pride, Days on the Hill).
- Assist with collection and analysis of key neighborhood engagement data points (ie., indicators for housing, employment, economic vitality).
- Conduct research on and provide up-to-date information to committees on key public policy issues and initiatives.
- Work with the Communications Coordinator to create NDP-related social media content.

### Qualifications:

- Passion for diversity, equity, and inclusion work.
- Interest in and/or exposure to neighborhood organizing and/or advocacy work.
- 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, grammar 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.
- Opportunity to engage with community leaders
- Learn about policy analysis and issues specific to affordable housing

**Application Process:** Please direct questions and resumes/cover letters to Nichole Salaam at [nichole.salaam@ppl-inc.org](mailto:nichole.salaam@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. 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, women, members of the LGBTQ community, 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.*