



# PROJECT FOR PRIDE IN LIVING

## Education and Curriculum Development Intern- Career Center

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

### Responsibilities:

- All tasks are in collaboration with current Employment Specialist; team-oriented project
- Curriculum consists of soft-skills training in areas such as customer service, time management, team work, and effective communication
- Spend time researching basic concepts of adult learning theories and principals for teaching soft-skills to diverse populations
- Utilize these methods to assess current curriculum and create an improvement plan
- Add engaging trainings such as videos, quizzes, and role-playing activities
- Improve the visual appearance of content using Microsoft Word by fixing formatting
- Ensure content is consistent between all programs by copy and pasting update content into each instructor/student manual
- Organize physical curriculum from past classes as well as the electronic files and digital resources
- Attend meetings with partners such as Hennepin County, State of MN, and others

### Qualifications:

- Comfortable working collaboratively or under the guidance of a staff member
- Ability to write English clearly with a high-level of comfort in vocabulary and grammar
- An interest in writing, communication, design work, teaching, or curriculum design

### 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](mailto: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.*