



# PROJECT FOR PRIDE IN LIVING

*PPL's Mission is to build the hope, assets, and self-reliance of individuals and families with lower incomes through transformative affordable housing and employment readiness services.*

**Title:** Youth Literacy Specialist (2 positions: 1 Minneapolis, 1 St. Paul)  
**Organization:** Project for Pride in Living (PPL)  
**Department:** Resident Services- Family Supportive Housing  
**Supervisor:** Shakita Porter (Minneapolis), Daisy Lor (St. Paul)  
**Hours:** up to 20 hours/week  
**Rate:** 16.00/hr

**Location:** Minneapolis: 4643 Lyndale Ave N, Minneapolis, MN 55412 (will drive to other sites)  
St. Paul: 1145 Westminster Ave, St. Paul, MN 55130 (will drive to other sites)

## Summary:

The Youth Literacy Specialist will conduct 1:1 literacy tutoring sessions with children 4 years old through 3<sup>rd</sup> grade, living at PPL Supportive Housing sites. They will be responsible for planning, developing, and facilitating activities; following up with parents; and staying in communication with Site staff. Relationship building with parents and their children is a key part of this role.

## Responsibilities and Duties:

- Conduct 1:1 Literacy Tutoring sessions with children 4 years old through 3<sup>rd</sup> grade.
- Create, Plan and Facilitate literacy activities to utilize in sessions
- Communicate with site staff about additional needs or concerns
- Communicate monthly with parents about child's progress and activities they can do at home
- Proactively build relationships with parents and children
- Data entry for case notes entered within 48 hours
- Support with onsite Child Enrichment as needed
- Support with Family Days and other workshops and events
- Documentation of activities
- Maintain cleanliness and organization of youth tutoring space and office

## Qualifications:

- Enjoys working with Children and Families
- Experience providing literacy tutoring with PreK and/or Elementary age youth
- Experience working with diverse families and youth
- Ability to work independently and as part of a team
- Critical thinker
- Willing to ask questions
- Flexibility and adaptability

*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.*

**How to apply:** Contact Zarah Augustine ([Zarah.augustine@ppl-inc.org](mailto:Zarah.augustine@ppl-inc.org) / 612-455-5111) to learn more. Process includes an application (or resume/cover letter) interview, references and background check (final candidates).