



**PROJECT FOR
PRIDE IN
LIVING**

Minnesota Opportunity Corps Member

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.

Partner Agency: Project for Pride in Living

Department: Employment Services

Location: PPL Career Center (1021 E. Franklin Ave, Minneapolis, MN 55404)

Site Supervisor: Addriana Her, Employment Services Manager - Career Center

Minnesota Opportunity Corps (MOC) Program Description

Minnesota has one of the largest employment gaps in the nation. Bridge the gap and support adults in your community to make their career goals a reality. Opportunity Corps Navigators help individuals with multiple barriers to employment and economic self-sufficiency meet their career goals by providing employment services one-on-one and in group settings.

Site History and Mission

Project for Pride in Living, Inc. (PPL) is a nonprofit organization dedicated to empowering low-income people to become self-reliant through integrated services. Our 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.* PPL began as an affordable housing developer in 1972, and has since become a robust multi-service agency that today serves more than 13,000 low-income people annually.

[Here's a glimpse into the work of PPL](#)

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.

Specific Site Responsibilities

Opportunity Corps Navigators will serve in the PPL Career Center, providing 1:1 direct services and workshop facilitation to support participants with job readiness skills and job search.

Specific duties will include:

- Provide a friendly, welcoming and learning environment for participants on site
- Develop one-to-one relationships with participants and increase participation through outreach
- Provide group and one-to-one employment services to include resume writing, interviewing, job search, and other employment-related activities; access to benefits, and navigating community resources
- Facilitate in-person and online job readiness workshops and update workshop curriculum as needed to meet programming needs

- Enroll and manage a case load of participants with diverse needs; utilize case management best practices to track participants, program goals and outcomes; maintain timely and accurate case notes
- Attend regular team meetings, trainings, and collaborate with various PPL teams and departments to integrate services and connect participants to services and programs
- Network and collaborate with community agencies to connect participants to resources, services and programs
- Recruit community volunteers to serve with PPL programs; train and supervise community volunteers for on-site computer labs

Preferred Site Schedule for Member

Monday – Friday primarily between the hours of 8:30-5pm, with occasional evening commitments. Members will flex their schedule as needed.

In addition, members attend professional development days with their fellow Opportunity Corps cohort members to enhance service-readiness skills.

Site Environment

This position offers Opportunity Corps Navigators the opportunity to serve alongside PPL's group of dedicated social service and employment training providers as fully-integrated site team members. Through colleagues, additional trainings, and direct experience, Navigators will have access to professional development opportunities including DEI, case management, employment and training and social work. We take a personal and holistic approach to solving social issues and are fortunate to have an innovative and caring group of professionals working together to create a supportive environment.

The PPL team is passionate, creative and supportive. We are dedicated to racial equity and inclusion, passionate about addressing the drivers of poverty, creative and innovative in doing that work, and provide a supportive culture of learning.

Opportunity Navigators work individually, with other AmeriCorps members, PPL team members, and partner with staff across PPL programs. Members will work primarily with PPL Career Center participants.

Opportunity Navigators will be officed at the PPL Career Center located in the Phillips neighborhood serving a diverse population of adults. This site works with many individuals that are new immigrants, lower-income, experiencing homelessness, have a disability, and/or mental health concerns.

Members will have opportunities to travel to other PPL sites or community organizations. Members will use Office 365, PC computer, printer, projector, fax, Zoom, and Google Classroom in their role.

How to Apply

Positions for the 2021-22 program year begin on September 12 and will be filled by the end of August. For more about the program, full position descriptions, and to apply, visit www.OpportunityCorps.org or call 866-859-2825.