

# Get trained to work as an **OFFICE SPECIALIST**

A PPL TRAIN TO WORK PROGRAM

## **CLASS DESCRIPTION**

With PPL's free, six-week Office Specialist training program, you'll build computer and professional skills to prepare for positions with a wage range of \$15-\$21 an hour.

You will also get a hands-on learning experience at Hennepin County, providing customer service, and organizing and preparing materials to support County services.



## **THIS IS FOR YOU IF YOU:**

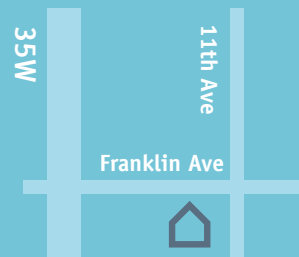
- Have a high school diploma or GED
- Have one and a half years of clerical office experience (college coursework may be considered for a portion of the required work experience on a case-by-case basis)

**Contact us for program dates  
and hours!**

*PPL is an equal opportunity program provider.  
A proud partner of the American Job Center Network.*

## **HOW TO APPLY**

Start your application by attending our one-hour information session held every Monday morning at 9:00 AM at the **PPL Career Center**, 1021 E Franklin Avenue in Minneapolis. MTC Buses: #2 and #9



**PROJECT FOR PRIDE IN LIVING**

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