

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

Now offered online!

CLASS DESCRIPTION

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

Upon graduating, you'll be prepared to work for Hennepin County, providing customer service, as well as 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

Information Sessions are currently being held online! Attend a virtual information session as a first step to see what PPL program is right for you. You can join us via Zoom on your phone or computer every Monday from 10am - 11am.

Visit our website to request an invite: www.ppl-inc.org/career-readiness-programs.



PROJECT FOR PRIDE IN LIVING

1021 E Franklin Avenue
Minneapolis, MN 55404
612.455.5300
www.ppl-inc.org