

AchieveMpls Job Posting:
Step Up Employer Engagement Assistant
(Full-time temporary position, March-May 2020)

Position Overview

The Step Up employer engagement assistant provides vital support to Step Up staff and partner companies to maximize summer youth internship opportunities. Working alongside Step Up staff, they process employer documents, match interns with internship positions, communicate with interns and employers regarding the internship process and ensure successful inputting of intern data into payroll system. They also work closely with the Step Up program manager to coordinate a series of supervisor orientation sessions, and assist with intern work readiness trainings and other large-scale Step Up events.

About Step Up

The Step Up Youth Employment Program prepares today's youth for tomorrow's careers by recruiting, training and placing more than 1,400 young people (ages 14-21) in paid internships each year with over 200 regional employers, from Fortune 500 companies and small businesses to public agencies and nonprofits. As one of the nation's leading youth employment programs, Step Up leverages a collective of more than 200 partners spanning 15 industries and multiple sectors. The program helps organizations diversify their workforce and build a base of young, skilled workers for the entire region. Step Up has provided over 28,000 internships since 2003, yielding a competitive talent pipeline, a stronger economy and millions of dollars in wages for Step Up interns. Step Up is a partnership of the City of Minneapolis, AchieveMpls, CareerForce Minneapolis and Project for Pride in Living.

The Young People We Serve

Step Up supports historically underrepresented Minneapolis youth who are ready to navigate the professional world. Step Up interns are the leaders of tomorrow, the talent that will power our region and reflects the global fluency of our communities. Nearly 89 percent of Step Up interns are youth of color and more than 48 percent come from immigrant families. Interns were born in over 30 countries and speak more than 20 unique languages.

Duties and Responsibilities

- Work with Step Up employers to collect their participant information and documentation
- Help coordinator supervisor orientation sessions; secure orientation space in several Minneapolis locations and manage supervisor registration and attendance
- Work with Step Up program team to match youth 1-to-1 with internships based on strength of fit between employers and intern skills and interests
- Communicate with employers to ensure that intern candidates advance to become new hires
- Ensure successful onboarding of interns to payroll system
- Assist with intern work readiness trainings and other large-scale Step Up events
- Other duties as assigned

Required Qualifications and Experience

Required:

- Task-oriented, results-driven team player
- Strong organizational skills and attention to detail

- Ability to prioritize and balance multiple tasks to meet deadlines
- Excellent oral and written communication and customer service skills
- Excellent problem-solving skills
- An open, positive attitude and strong commitment to youth
- Competency in Microsoft Office and database applications; Microsoft CRM

Preferred:

- Experience with youth, education and employment programs
- Bachelor's degree from accredited college or university or equivalent work experience

Salary Range

This is a full-time, temporary position (March – May 2020) \$19 per hour.

To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to HR@achievempls.org. Position open until filled, with priority given to applications received by February 21.

AchieveMpls is an Equal Employment Opportunity Employer

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. Each year we manage Career & College Centers in 15 MPS and Saint Paul Public Schools (SPPS) high schools, collaborate with our partners to train and place 1,400 Minneapolis youth in paid internships through the Step Up Youth Employment Program, engage hundreds of volunteers as career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.