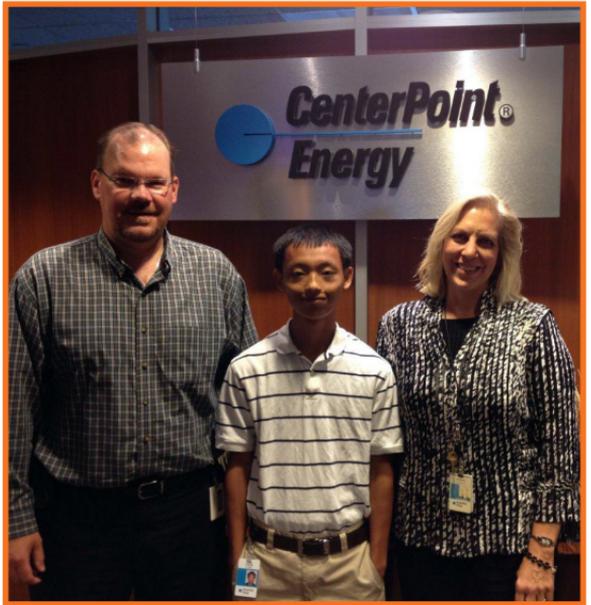
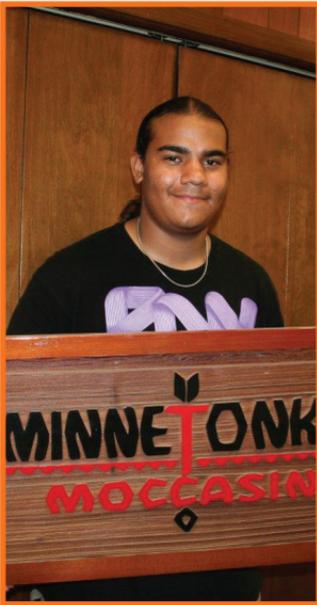
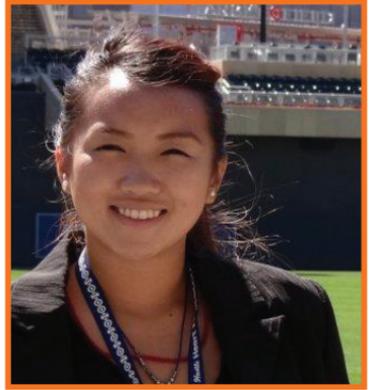


STEP UP

Preparing Tomorrow's Workforce Today



"I have gained confidence in my work abilities, achieved high goals, developed new skills that I can use in and out of a professional work environment, and made important connections."

– William, intern at Medtronic and Boston Scientific

Preparing Tomorrow's Workforce



TODAY

Young people in Minneapolis today are the most valuable generation we've ever raised. They speak over 100 languages, cross cultural barriers every single day, and are the future of our workforce and our prosperity. Very soon these young people will be running our companies, civic organizations and nonprofits.

Since 2004, the Twin Cities business community has been preparing our talented future workforce through the City of Minneapolis **STEP-UP** jobs program, a nationally-recognized model for youth workforce development and mentoring. **STEP-UP** has provided meaningful internships for thousands of young people, yielding tremendous benefits for companies and our regional economy.

STEP-UP provides interns with training and job experience that prepares them for vital careers. And through these amazing young people, **STEP-UP** also offers their employers connections to the entire world. Collectively we're empowering a whole generation that will move our region to places we can't even imagine.

Join us in hiring a **STEP-UP** intern today. Help change our community's future one young person at a time, creating hope, skills and a dedicated future workforce that will continue to make our great city thrive.



STEP-UP Co-Chairs

R.T. Rybak, Mayor of Minneapolis
Richard Davis, US Bank Chair, CEO and President



STEP-UP is the City of Minneapolis jobs program for youth ages 14-21. One of the country's premiere youth employment programs, **STEP-UP** recruits, trains and places low-income young people in jobs with a wide range of Twin Cities businesses, nonprofits and public agencies. **STEP-UP** serves populations that face the greatest barriers to employment, particularly low income young people and youth of color. Over 90% of interns are youth of color and more than a third are from recent immigrant families.

STEP-UP helps interns explore diverse career interests, gain valuable on-the-job skills, make strong professional connections and prepare for meaningful careers. The program is managed in partnership with AchieveMpls and the Minneapolis Workforce Centers.

STEP-UP offers three program options based on age, experience and job training needs:



These specialized work and training opportunities serve targeted populations, including recent immigrants and young people with special needs. **STEP-UP Explore** interns (ages 14-21) work in nonprofit organizations and schools.



STEP-UP Discover provides foundational, entry-level jobs for youth with limited work experience. It is designed to develop skills and explore interests in preparation for future positions with **STEP-UP Achieve**. Interns (ages 14-21) work in nonprofit organizations.



This program offers career-oriented jobs for the most prepared interns who are seeking a professional experience and more challenging opportunities. Youth (ages 16-21) work in private sector businesses, public agencies and nonprofits. The program is led by AchieveMpls.

*"My favorite part of **STEP-UP** is the ability to introduce a student to our business, inspire them to attend college and pursue bigger dreams, and create a potential future employee, perhaps even for our company."*

- Jennifer Kelley, U.S. Bank

Benefits for **Your Company**



STEP-UP not only changes young lives but can also help your business in countless ways. Interns can increase your organization's productivity, energy and diversity, providing rich payback for your investments of time and training. **STEP-UP** supervisors overwhelmingly report that their intern made a valuable contribution to their workplace.

Hiring **STEP-UP** interns can:

- Bring fresh ideas, energy and creativity to your workplace
- Increase diversity in your company and industry
- Deliver extra help for office projects at minimal cost
- Provide opportunities for employee growth through the experience of supervising interns
- Offer the satisfaction of transforming a young life and giving back to our community

*"Google for Entrepreneurs partners with **STEP-UP** to provide training that helps interns effectively leverage technology and entrepreneurial skills in their internships and beyond. We're excited to collaborate with such a strong program that directly prepares youth to be strong contributors to the future global workforce."*

- Mary Grove, Director of Global Entrepreneurship Outreach, Google

Benefits for **Young People**

STEP-UP benefits for young people are tremendous, and the impact on career and college preparation can last years after the internship ends. Many keep in touch with their supervisors throughout college and use them as references to help find a job in the same industry.

Through **STEP-UP**, interns:

- Build vital 21st century professional skills in workplace communications, accountability, collaboration and problem-solving
- Take the first solid steps toward exploring future careers
- Develop a network of adult professionals to support them in achieving their goals
- Gain the knowledge, skills, social capital and confidence necessary to help propel them toward their educational and professional goals
- Earn up to \$2,000 in wages, representing a significant contribution to low-income families



*"**STEP-UP** gives teens an opportunity to earn their own money, and even more it gives them a sense of accomplishment. At 18, I have worked in a law firm, an investment bank and an accounting firm. My resume is beautiful! I have new connections in many business fields. At my first internship, I received a scholarship that covers part of my college tuition. **STEP-UP** has helped me reach many dreams."*

- Pa Nhia, Intern at Nilan Johnson Lewis, Piper Jaffray, and Lurie Besikoff Lapidus & Co.



Career-Oriented Internships

STEP-UP Achieve serves youth ages 16-21 who are seeking challenging opportunities in private sector businesses, public agencies or nonprofits. Led by AchieveMpls, the program empowers young people to take critical steps toward meaningful careers.

Each year **STEP-UP Achieve** trains and places over 700 talented youth in paid jobs with more than 150 top employers ranging from Fortune 500 companies to small local companies in healthcare, technology, law, financial services, public service, media, outdoors/recreation and many other sectors.

STEP-UP Achieve participants are the most prepared of all STEP-UP interns. Interns do real work, ranging from clerical tasks to tech support, research, tutoring, events support and much more.

Interns complete work readiness training certified by the Minneapolis Regional Chamber of Commerce that teaches workplace communication, problem solving, professional conduct, networking, resume writing, job interviews and other key skills.

Interns are carefully matched with companies based on their skills, interests and availability. We select interns who are a good fit for your organization and are excited to explore new careers.

Interns and employers receive support through worksite visits, email updates and phone support.

STEP-UP Achieve also provides additional enrichment opportunities for interns, including industry-specific events, career readiness resources, financial literacy training and more.

*“Our **STEP-UP Achieve** intern was one of the best we’ve ever had, and as good as any upper-level college student we’ve ever worked with. She was intelligent, thoughtful, a fast learner and finished tasks quickly and correctly. She also participated in creative problem-solving and it was a joy to see her smiling face each day.”*

- Adine Thoreen, Twin Cities Public Television

Become a STEP-UP Achieve Employer!

Learn how you can participate in this life-changing program. Employers pay interns \$7.25 or more per hour for two months of part-time or full-time work. You’ll gain the satisfaction of mentoring young talent while enjoying great benefits for your company.

Some of our great STEP-UP Achieve employers

Accenture	Minneapolis Public Schools
Allianz Life Insurance Co.	Minneapolis Regional Chamber of Commerce
Augustana Care Corporation	Minneapolis Television Network
Bakken Museum	Minnesota Children’s Museum
Boston Scientific	Minnesota Supreme Court
Briggs and Morgan, P.A.	Minnesota Timberwolves, Minnesota Lynx
Cargill	Minnesota Twins Baseball Club
Centerpoint Energy	Minnetonka Moccasin
Children’s Hospitals and Clinics	Nemer Fieger
City of Minneapolis	Nina Hale, Inc
Dunwoody College of Technology	Nilan Johnson Lewis
Ebenezer	Padilla CRT
Fairview Health Services	Piper Jaffray
Fallon Worldwide	Robins, Kaplan, Miller & Ciresi, LLP
Gillette Children’s Specialty Healthcare	RSP Architects, Ltd.
Greater MSP	Science Museum of Minnesota
HealthPartners	Star Tribune
Hennepin County	State of Minnesota
Hennepin County Medical Center	Target Corporation
Jefferson Lines	TCF National Bank Minnesota
KBEM-FM Jazz 88	Three Rivers Park District
Kraus-Anderson Construction Company	Thrivent Financial for Lutherans
Lurie Besikof Lapidus & Co.	Twin Cities Public Television
M A Mortenson Company	U.S. Bancorp
MacPhail Center for Music	U.S. Congressman Keith Ellison
McKinsey and Co.	U.S. District Court
Medtronic	UCare
Meet Minneapolis	Unisys Corporation
Memorial Blood Centers	University of Minnesota
Mentoring Partnership of MN	University of St. Thomas
Metropolitan Council	Walker Art Center
Migizi Communications	Wells Fargo
Minneapolis Foundation	William Mitchell College of Law
Minneapolis Park and Recreation Board	Xcel Energy

For more information, contact

Amy Shapiro
STEP-UP Achieve Senior Program Associate
(612) 455-1550
ashapiro@achievempls.org

www.achievempls.org/stepupachieve

STEP-UP

DISCOVER

Preparing Youth for Success

STEP-UP Discover is an entry-level work opportunity for Minneapolis youth. **STEP-UP** partners with over 70 nonprofit employers each summer to offer young people the opportunity to gain work skills and explore career interests while earning money. Wages for interns are paid by the **STEP-UP** program.

- Interns work approximately 20-30 hours per week for up to 9 weeks, from mid June – mid August.
- Interns attend a class for 3 hours each week to enhance their skills and support their work experience.
- Most interns are ages 14-15, and new to the workforce.
- **STEP-UP Discover** employers provide on-going support and training during the internship, helping youth to make the most of their experience.

STEP-UP Discover Interns are Trained and Ready for Work

Youth must successfully complete a classroom work readiness training to prepare them for their summer internship. Training focuses on effective communication skills, problem solving, understanding employer expectations, and networking.

After completing the training, youth meet with a **STEP-UP** job counselor to be matched with a position that meets their skills and interests.

To offer an internship at your nonprofit organization, contact:

Kylie Patterson
STEP-UP Program Associate
(612) 673-5234
kylie.patterson@minneapolismn.gov

www.minneapolismn.gov/step-up

*“My **STEP-UP** intern was great. She was eager to learn, easy to teach, a very hard worker and enjoyed being here. She is now seriously thinking about a library career in her future.”*

- Paula Baron, Hennepin County Library



Supported Work Experience

STEP-UP Explore partners with schools and existing youth programs to train and support special populations of youth. **STEP-UP Explore** partners have the opportunity to select their youth as long as they meet the **STEP-UP** income or at-risk criteria. **STEP-UP** provides the wage for the interns, and partner organizations provide the employment site and a successful work experience.

Qualified organizations must provide one of the following:

- A program that serves a special population. Examples are youth with disabilities or special needs that require intensive job coaching or additional supervision/support to be successful at work; youth with cultural or language needs.
- A program that offers long-term training (or is part of a school or education program) that incorporates a summer work experience. The program provides work site development and supervision of participants. The program may, but is not required, to serve a special population (for example, Upward Bound programs).
- A program that offers specialized training for youth with a specific career interest or skill set.

To become a STEP-UP Explore partner, contact:

Tammy Dickinson

STEP-UP Director

(612) 673-5041

tammy.dickinson@minneapolismn.gov

www.minneapolismn.gov/step-up

"I built some strong relationships with our STEP-UP interns this summer and was really impressed by their passion and great ideas to better our community."

- Angel Peluso, Pillsbury United Communities



Help Young People Connect with STEP-UP!

Each year **STEP-UP** links thousands of young people in Minneapolis to meaningful jobs in local businesses and organizations, empowering them to gain critical job skills, explore careers and build professional connections for a stronger future. If you know young people who can benefit from this life-changing opportunity, here's how you can help:

Help determine if they are eligible:

- Participants must be Minneapolis residents between the ages of 14 and 21 (by June 1) and not yet enrolled in college. They must also qualify based on income guidelines or special circumstances. Learn more at www.minneapolismn.gov/step-up

Help them apply:

- Help them access a computer and the on-line **STEP-UP** application at www.minneapolismn.gov/step-up
- Make sure they know the February 21 deadline for the summer internship program. No late applications are accepted.
- Applicants will be notified in late February about acceptance to training and their mandatory training schedule.

After they are accepted to training:

- Make sure they schedule and plan the next required steps in the program, which includes work readiness training, mock interviews in March and April, and submitting an internship application. STEP-UP training provides critical skills in resume writing, job interviews, professional conduct and much more.
- After completing training and applying for their internships, youth are matched with jobs based on their interests and skills and the needs of the employer. You can assist them in preparing their resume and practicing for their job interview with their prospective employer.
- During their internship, check in regularly about their experience and offer support.

Other ways you can help:

You can also support **STEP-UP** by becoming a **STEP-UP** employer, referring others who might be interested in becoming employers, promoting the program in your business or organization, participating in our spring mock interviews, or serving as a resume coach or mentor. For more information, contact Amy Shapiro at (612) 455-1550.

Hire a **STEP-UP** Intern Today!



Business Employers

To hire a **STEP-UP Achieve** intern at your business, public agency or nonprofit, contact:

Jeremiah Brown

STEP-UP Achieve Director

(612) 455-1562

jbrown@achievempls.org

Or visit www.achievempls.org/stepupachieve

Nonprofit Employers

To offer an internship at your nonprofit organization, contact:

Tammy Dickinson

STEP-UP Director

(612) 673-5041

tammy.dickinson@minneapolismn.gov

Or visit www.minneapolismn.gov/step-up



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