STEP-UP

Preparing Tomorrow's Workforce Today

*"**STEP-UP** gives teens an opportunity to earn their own money, and even more it gives them a sense of accomplishment. By 18, I had worked in a law firm, an investment bank and an accounting firm. My resume is beautiful!"*

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

As Mayor of Minneapolis, one of my primary commitments is ensuring that we have the highly-skilled workforce we need for a vibrant future for our city and region.

An entire generation of workers is getting ready to retire – and businesses in Minneapolis and Saint Paul are looking for young workers with the right set of diverse skills and cultural backgrounds to take their places.

STEP-UP is a key strategy for closing this gap between our future workforce shortage and our energetic, talented Minneapolis youth– like my amazing intern Cara, pictured with me above.

The future that our young people dream for themselves is completely possible. **STEP-UP** provides the training, jobs, mentoring, and other support they need to step up, prepare for the future, build solid careers and become our next business and civic leaders.

STEP-UP is a tremendous asset for our city and our entire region. If you're an employer, there's no better way to build your talent pool than by participating in this outstanding program.

Join me in hiring a **STEP-UP** intern today!

Betsy Hodges
Mayor, City of Minneapolis

STEP-UP is the City of Minneapolis jobs program for youth and young adults ages 14-21. Each year **STEP-UP** recruits, trains and places more than 1,600 Minneapolis youth in great jobs with over 230 top Twin Cities businesses, public agencies and nonprofits.

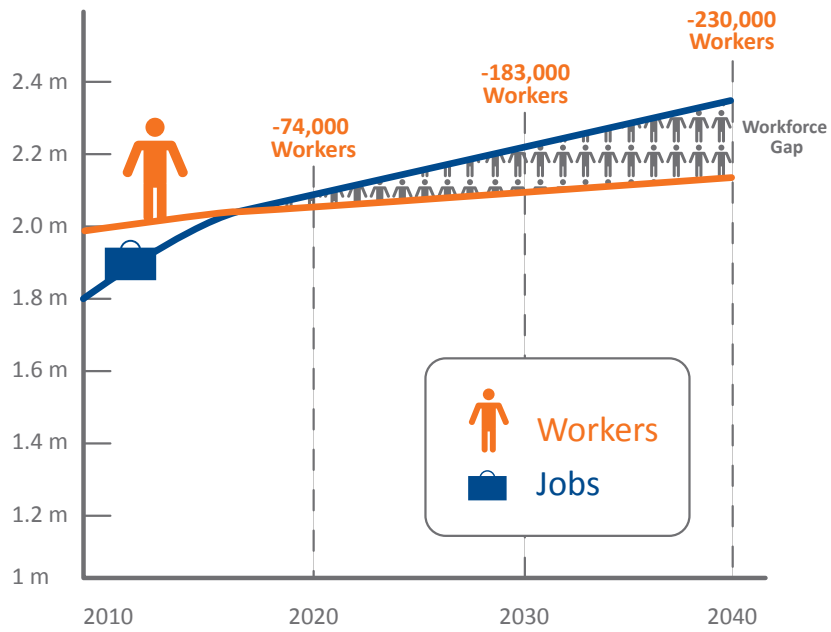
As one of the country's premiere youth employment programs, **STEP-UP** serves populations that face some of the greatest barriers to employment, particularly youth from low income families, youth of color, youth from immigrant families, and youth with disabilities.

STEP-UP interns explore diverse career interests, gain valuable on-the-job skills, make strong professional connections, and prepare for meaningful careers. Interns receive work readiness training certified by the Minneapolis Regional Chamber of Commerce that prepares them for a professional job experience.

STEP-UP also offers advanced level internships and industry-specific trainings that help interns deepen and integrate their career exposure with post-secondary education and career planning.

Future Workforce Gaps

Projected Workforce Demographics (in millions)



The Minneapolis - St. Paul region is expected to face significant worker shortages by 2020. To respond to this challenge and ensure our region's economic vitality, we must significantly expand our skilled workforce pipeline with talented, diverse young people.

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

STEP-UP ACHIEVE

Career-oriented internships for older youth who are seeking professional opportunities in private sector businesses, public agencies and nonprofits. The program is directed by AchieveMpls.

STEP-UP DISCOVER

Entry-level jobs for youth with limited work experience that help prepare them for more challenging opportunities, including **STEP-UP Achieve** internships. The program is directed by the City of Minneapolis.

STEP-UP EXPLORE

Specialized work and training opportunities for youth from recent immigrant families, youth with special needs and those needing additional support. The program is directed by the City of Minneapolis.

Benefits for Employers

- Expands your talent pipeline by introducing dynamic, diverse youth to your industry
- Brings fresh ideas, energy and creativity to your workplace
- Offers professional development opportunities for your staff to supervise interns
- Provides extra help for company projects at minimum cost
- Presents opportunities to give back to our community by mentoring a young person and narrowing our workforce and educational achievement gaps

"My intern was amazing beyond words. She became a key player in one of my programs and was incredibly reliable. She also had a tremendous ability to function in uncertain moments and be flexible."

- Marina Uehara, University of Minnesota

STEP-UP

Preparing Tomorrow's Workforce Today

Benefits for Minneapolis Youth

- Provides opportunities to explore careers and gain the skills, job experience, social capital and confidence necessary to achieve educational and professional goals
- Builds 21st Century skills in communications, collaboration and problem-solving for today's professional environment
- Offers a network of caring adult professionals to support career and post-secondary goals
- Delivers career laddering opportunities—including advanced level internships and industry-specific trainings—to deepen and connect career interests with post-secondary education and career planning
- Internships pay up to $2,000 in wages

"STEP-UP has been a great opportunity to expand my professional networks. I've met a broad range of people—from community leaders to corporate executives. Success is about both what you know and who you know!"

- Ashley, Intern at City of Minneapolis Department of Community Planning and Economic Development

Hire a STEP-UP Intern Today!

When we created **STEP-UP** in 2004, we were inspired by a vision of our great city's future built upon an investment in our dynamic, diverse Minneapolis youth.

In 12 years—thanks to strong partnerships with businesses in all sectors—**STEP-UP** has created over 21,000 internships and is now a sophisticated, nationally-recognized career-readiness system.

Thank you to our generous partners! And if you're not a **STEP-UP** employer, join us today!

STEP-UP Co-Chairs
R.T. Rybak, STEP-UP Founder; Executive Director, Generation Next
Richard Davis, U.S. Bancorp Chair, President and CEO

STEP-UP Explore and Discover

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Minneapolis
City of Lakes

***STEP-UP** is a program of the City of Minneapolis in partnership with:*

Minneapolis Park & Recreation Board
achievempls
Minnesota WorkForce Center
PPL

STEP-UP EXPLORE

Supported Work Experience

STEP-UP Explore (ages 14-21) partners with schools and youth programs to offer specialized work and training opportunities for youth from recent immigrant families, youth with special needs and those needing additional support. The program is directed by the City of Minneapolis.

STEP-UP Explore partners have the opportunity to select their interns as long as they meet **STEP-UP** income or at-risk criteria. **STEP-UP** provides wages for the interns, and partner organizations provide employment sites and support necessary for 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, or 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).
- A program that offers specialized training for youth with a specific career interest or skill set.

To become a STEP-UP Explore partner, contact:

Anna Peterson
STEP-UP Director
(612) 673-5234
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"I most enjoyed watching my interns grow throughout the summer. My favorite part was seeing the interns implement the things that I have taught them in everyday activities."

- Katelyn Vonch, CommonBond Communities

STEP-UP DISCOVER

Preparing Youth for Success

STEP-UP Discover (ages 14-21) provides entry-level summer jobs for youth with limited work experience and helps prepare them for more challenging opportunities, including STEP-UP Achieve internships. The program is directed by the City of Minneapolis.

STEP-UP Discover 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.

- Most interns are ages 14-15 and new to the workforce
- Interns work approximately 20-25 hours per week for up to 9 weeks, from mid-June to mid-August
- Interns attend class for 3 hours each week to enhance their skills and gain support for their work experience
- Employers provide ongoing support and training to help youth 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 for their summer internship. Training focuses on effective communication, problem solving, understanding employer expectations and networking. After completing training, youth meet with a **STEP-UP** job counselor and are placed in positions that match their skills and interests.

To offer an internship at your nonprofit organization, contact:

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*"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

STEP-UP ACHIEVE

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 with more advanced skills and experience to take critical steps toward meaningful careers.

Each year **STEP-UP Achieve** trains and places over 800 talented young people in paid professional jobs with more than 160 top employers, ranging from Fortune 500 companies to small local businesses in healthcare, technology, law, financial services, public service, media, outdoors/recreation and many other sectors.

STEP-UP Achieve offers a variety of career-readiness opportunities that help interns connect their interests with post-secondary education and career planning. These include a continuum of moderate-to-advanced level trainings and internships, industry-specific trainings and certifications, summer and school year internships, and more.

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 prepare for their professional placements by completing work readiness training certified by the Minneapolis Regional Chamber of Commerce that teaches workplace communication, problem solving, professional etiquette, 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 organizations and are excited to explore new careers. Every intern and employer is paired with a **STEP-UP Achieve** job coach to guide and support them throughout the experience.

"STEP-UP has been a great opportunity for HCMC to develop and create our workforce for tomorrow. Many interns have expressed interest in the health care industry, and we know that we will truly benefit from their services in the future."

- Walt Chesley, Vice President, Chief Human Resources Officer, Hennepin County Medical Center

Become a STEP-UP Achieve Employer!

You'll gain the satisfaction of mentoring young talent while enjoying great benefits for your company. Employers pay interns $9 or more per hour for two months of part-time or full-time work during the summer, or part-time work over 3 months (1 semester) during the school year.

Some of our great employer partners:

Accenture
Allianz Life Insurance Co.
Asian Media Access
Augustana Care Corporation
Boston Scientific
Bremer Bank
Centerpoint Energy
Children's Defense Fund
Children's Hospitals and Clinics
City of Minneapolis
Cushman & Wakefield / NorthMarq
Ebenezer
State of Minnesota
Faegre Baker Daniels
Fairview Health Services
Generation Next
Gillette Children's Specialty Healthcare
Greater Twin Cities United Way
HealthPartners
Hennepin County
Hennepin County Medical Center
Juxtaposition Arts
KBEM-FM Jazz 88
KMOJ
Kraus-Anderson Construction Company
Legal Rights Center, Inc
Lurie Besikof Lapidus & Co.
M.A. Mortenson Company
Management HQ
McKinsey and Co., Inc.
Meet Minneapolis
Memorial Blood Centers
Metropolitan Council
Migizi Communications
Minneapolis Foundation
Minneapolis Institute of Arts
Minneapolis Park and Recreation Board
Minneapolis Public Schools
Minneapolis Regional Chamber of Commerce
Minneapolis Television Network
Minnesota Public Radio
Minnesota Timberwolves / Minnesota Lynx
Minnesota Twins Baseball Club
Minnetonka Moccasin
Nilan Johnson Lewis
Northside Achievement Zone
PadillaCRT
Piper Jaffray
Redeemer Health and Rehab Center
Reve Academy
Robins Kaplan LLP
RSP Architects, Ltd.
Science Museum of Minnesota
Siemens
Star Tribune
SteppingStone Theatre
Thrivent Financial
Tunheim Partners
U.S. Bancorp
U.S. Congressman Keith Ellison
U.S. District Court
UCare
University of Minnesota
Walker Art Center
Wells Fargo
Wheel Fun Rentals
Wilderness Inquiry
Xcel Energy

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