



2022 Community Advocates Guide

step up

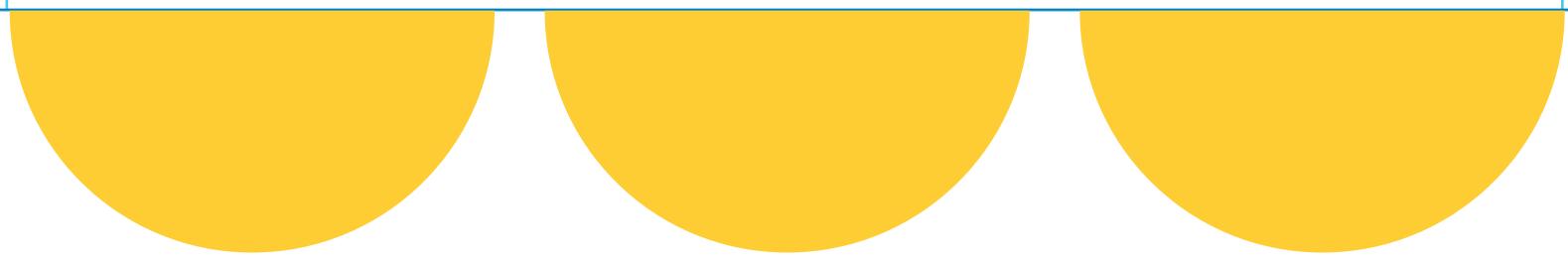
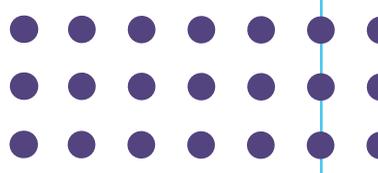
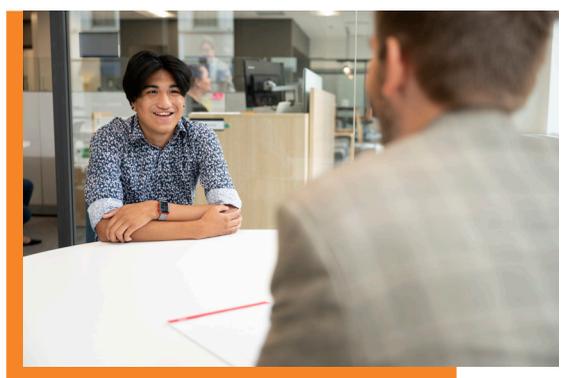


Hundreds of employers, thousands of jobs, endless possibilities

Step Up prepares Minneapolis youth for tomorrow's careers. One of the nation's leading youth employment programs, in a typical year Step Up recruits, trains and places nearly 1,400 young people (ages 14-21) in paid career experiences. It's a backbone of support that unites businesses, schools, nonprofits and the city together in a common goal: to build and strengthen our future economy and the talented youth who will power it.

Through Step Up, youth can gain skills through unique career readiness trainings, and earn money while working with local businesses and organizations or participating in online summer learning. With a collective of partners spanning 15 industries and multiple sectors, Step Up is the largest and most enduring program of its kind in our region. Step Up offers paid in-person and virtual internships and a paid summer Career Exploration Program.

As community leaders, you play a critical role in informing youth of valuable experiences like Step Up to help them prepare for their future. With your partnership and support, we can equip young people to gain the confidence and skills they need for a successful future.



How to Help Youth Become Step Up Participants

1 PLAN

Identify staff and main contacts at your organization to support intern recruitment

- Schedule time to meet with Step Up staff to create a plan to encourage youth to apply.
- Determine your recruitment goals and strategies.
- Identify a main contact to help develop recruitment plans and activities.
- Identify the best opportunities to meet with students and help them with applications and resumes.

2 APPLICATION

The Step Up online application opens Monday, January 3 and closes Friday, February 18. Apply online at StepUpMpls.org.

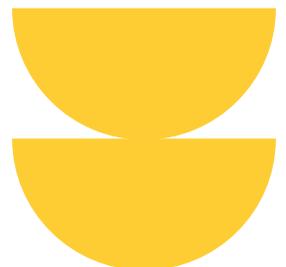
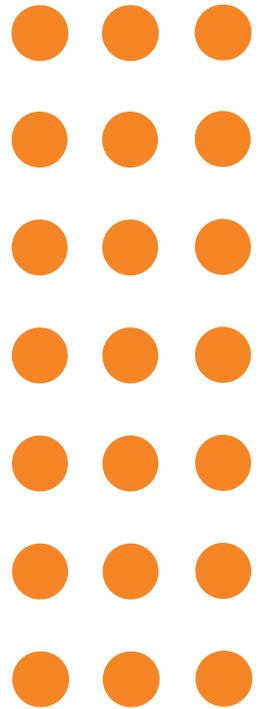
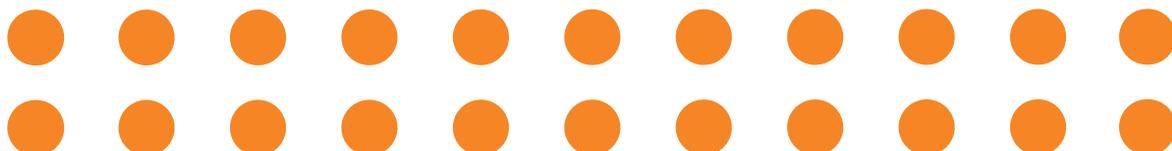
To be eligible, youth must:

- Have a home address in the city of Minneapolis
- Not be currently enrolled in college (PSEO is okay)
- Be age 14-21 and eligible to work in the U.S. by June 1, 2022

AND one of the following must also apply:

- Meet family income guidelines
- Be a student with a disability
- Have an IEP or 504 plan
- Be an English Language Learner
- Be pregnant or parenting
- Be experiencing homelessness or high mobility
- Be involved in the foster care system
- Have been involved in the justice system

*For more info about eligibility,
visit StepUpMpls.org*



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WORK READINESS TRAINING

All applicants must complete Step Up Work Readiness Training to be eligible for paid summer opportunities. Our training is certified by the Minneapolis Regional Chamber and teaches young people the skills necessary to be successful in today's workplace, including:

- Resume building
- Job interviews
- Workplace expectations
- Professional dress
- Email and phone etiquette
- Communication
- Critical feedback
- Building relationships
- Networking
- Financial Literacy

High school participants who successfully complete training are also eligible to receive elective academic credit.

Training Notification and Attendance

- Applicants should check their email the week of February 28 for their acceptance letter and training date(s).
- All Work Readiness Training will be online. Participants have two weeks to complete training and can work at their own pace.
- All participants who successfully complete training and are not matched to an internship are eligible to participate in the paid online Career Exploration Program.

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THE SUMMER EXPERIENCE

In 2022, Step Up has two unique opportunities to help young people kick-start their careers: paid internships and a paid online Career Exploration Program.

Internships provide either remote or in-person work opportunities with Twin Cities employers. Depending on age, interns will either work in settings that provide foundational work experience and intentional mentoring (Level 1), or offer a resume-building, career focused experience (Level 2).

- Level 1 interns (age 14-15) will earn \$12.75/hour
- Level 2 interns (age 16-21) will earn at least \$15/hour
- The official start date for internships is Tuesday, June 21.

The online Career Exploration Program provides opportunities to explore career paths and develop skills for future jobs.

- Participants can earn up to \$600 during the 5-week program, which is completed online.
- High school participants who successfully complete the program are eligible to receive elective academic credit.
- The program will begin on July 11.

Step Up is proud to offer paid career experiences for all youth who successfully complete Work Readiness Training. While internships are not guaranteed – and fewer are available as our community continues to recover from the COVID-19 pandemic – all youth who complete training and are not matched to an internship will be invited to participate in our five-week paid online Career Exploration Program.

** Please note: many employers now require proof of vaccination for COVID-19, so participant vaccination status can impact their internship opportunities.*

Best Practices for Promoting Step Up and Helping Youth to Apply

- Support young people in applying for Step Up at www.StepUpMpls.org.
- Request a presentation at your school or organization by our Step Up team.
- Identify the best opportunities to meet with students and help them with their applications.
- Provide regular announcements about the Step Up application deadline, including where and how to apply.
- Feature information about Step Up and the publicize the application deadline in newsletters, social media, and your website.
- Share the Step Up youth recruitment video with staff and youth.
- Send emails to parents and youth about Step Up.
- Remind applicants to complete the entire application; only fully-completed applications will be considered.
- Identify other youth advocates who can promote Step Up to young people.

Step Up interns can explore careers in these fields

- Architecture*
- Arts, A/V & Technology
- Business Management and Administration
- Construction*
- Education, Childcare and Training
- Finance*
- Government and Public Administration
- Health Science
- Human Services
- Information Technology
- Law, Public Safety and Security*
- Manufacturing*
- Marketing, Sales and Services*
- Outdoor, Recreation and Natural Resources
- STEM
- Tourism Services*
- Transportation, Logistics and Distribution*

*Only available to Level 2 interns

Ways to Support Students in Completing Step Up Work Readiness Training

- Request a list of young people who have been accepted to Step Up so you can send them reminders about training. Send your request to Talia Levin at tlevin@achievempls.org
- Encourage students to watch for an email communication from Step Up the week of February 28.
- Remind students that if they fail to complete Work Readiness Training they will no longer be eligible for a paid Step Up experience in 2022.
- Encourage students to communicate with their trainer before and throughout the training period.

