

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: Junta for Progressive Action
- Full street address of organization: 169 Grand Avenue, New Haven, CT 06513
- Website: www.juntainc.org
- Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): Janine Dogolo, Director of Development
- Phone number and e-mail address of Direct Supervisor: 203-787-0191, Ext. 16
Janine.dogolo@juntainc.org
- Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*):
May 30 – August 11, 2017
- Are placement dates flexible? If so, please describe: Yes, we are flexible and can work around the Fellow's schedule.
- Hours of the program (*placements should be equivalent to full-time*):
Monday – Friday 9 am to 4 pm

Placement Description

- Organization description (*Mission statement, population served. 150 words or less.*):

Junta for Progressive Action's mission is to provide services, programs and advocacy that improve the social, political and economic conditions of the Latino community in Greater New Haven while nurturing and promoting its cultural traditions as it builds bridges with other communities.

- Please write a 1-2 sentence summary of the work that the Fellow would be conducting (*50 words or less. This will be used as your agency's project description summary on the PPSF website, so please be succinct*):

The Fellow will support the work and goals of the Development Department in its fundraising efforts, and will have the opportunity to assist in Junta's other core programs to learn about the population Junta serves and the work that Junta provides to the community

- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

The Public Service Fellow will work directly with the Development Department in its fundraising and development efforts and will have the opportunity to assist in other departments in order to gain a full understanding of the work that Junta does. The Fellow will work on four major projects:

1. 48th Anniversary Gala
2. Communications (website, social media, newsletter)
3. Client and Case Management Database
4. Grant Writing

The Fellow will work with Junta to finalize the details and events leading up to the 48th anniversary celebration in September 2017. The Fellow will assist with creating marketing and communication materials, draft media releases, assist in coordinating

logistics for gala, assist with ticket, sponsorship and ad sales, and contact honorees to assure that all needs are met.

The Fellow will work on updating the website, social media updates, gather stories from Junta clients, help create the spring newsletter and will be responsible for taking photos of Junta's program activities.

The Fellow will review the existing client and case management database to help determine if it should be revised or replaced. He/she will also be responsible for creating an analysis of clients served per program and in total.

The Fellow will assist with researching new grant opportunities and writing applications.

As needed, the Fellow will provide support to the core programs that Junta runs, including Adult Education, Advocacy and Community Organizing, Children's programs and Economic Development.

- Specific skills/experience required for the project (*Please list*):

Strong writing and research skills

Strong computer skills

Ability to work with varying populations

Resourcefulness and creativity

High level of professionalism

- Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):

Vehicle is not required.

- Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.

Previous Yale PPSF Fellows have worked on projects in the development office and provided support to Junta's other core programs, in particular in the Advocacy and Children's programs.

