

## Yale University President's Public Service Fellowship

### Proposal for Fellowship Placement • Summer 2017

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- **Organization:** New Haven Works
- **Full street address of organization:** 205 Whitney Ave, Suite 106
- **Website:** [www.newhavenworks.org](http://www.newhavenworks.org)
- **Name and title of the Direct Supervisor** (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*):  
Melissa Mason (Executive Director)  
Boris Sigal (Director of Business Development)
- **Phone number and e-mail address of Direct Supervisor:**  
Melissa Mason ([melissa@newhavenworks.org](mailto:melissa@newhavenworks.org) | 203.562.9000)  
Boris Sigal ([boris@newhavenworks.org](mailto:boris@newhavenworks.org) | 203.518.5518)
- **Placement dates** (*8-11 weeks between May 31 and August 12, 2016*):  
May 31<sup>st</sup> – August 12<sup>th</sup>
- **Are placement dates flexible? If so, please describe:**  
While we welcome any duration, we prefer a commitment of 10 weeks or more.
- **Hours of the program** (*placements should be equivalent to full-time*):  
37.5 hours / week (9am-5pm / 5 days a week)

### Placement Description

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

New Haven Works is a partnership between government, community, labor and the private sector to strengthen the middle class in New Haven. In 2013, major employers, unions, and elected city officials collaborated to create New Haven Works, a city-wide partnership to ensure that regional employers and businesses have access to a local

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talent pool and that qualified city residents have access to good jobs.

New Haven Works is also an implementing partner in Yale's local hiring commitment, seeking to place 1,000 city residents into good jobs at Yale, 500 specifically from neighborhoods of need (see <http://news.yale.edu/2015/12/18/yale-expands-local-hiring-agreement-unions-and-new-haven-works-commits-hire-1000-city-res>)

New Haven Works seeks to:

1. Build a talent pool for regional businesses by recruiting, preparing, and screening City of New Haven residents for available jobs in growth occupations.
  2. Collaborate on career pathways in construction, healthcare and educational services to meet employer demand for a skilled workforce
  3. Create access to regional jobs for city residents by collaborating with employers to ensure that local residents successfully navigate pathways to employment.
- **Please write a 1-2 sentence summary of the work that the Fellow would be conducting**  
PPSF Fellow will provide support to members of New Haven Works (over 1,000 city residents), including on-boarding, job search, application, interview and placement support and will help with strategic projects that include data analysis and employer research/outreach.
  - **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.*)

Home to a world-class research university, the fourth largest healthcare network in the U.S., a biotechnology sector experiencing a renaissance, and several large construction projects underway or about to break ground, the City of New Haven offers great opportunities for good jobs. At the same time, recent studies show that Connecticut is among the most unequal states in America, with the highest per-capita income and a joblessness crisis in our cities. In New Haven, a quarter of the working-age population is unemployed or underemployed, while only 1 in 4 jobs is held by a city resident.

New Haven Works' primary program is to place New Haven residents into jobs with regional employers. Our doors are open to anyone who is 18 or over, have a high school diploma or GED, and can prove local residency and work eligibility. By signing partner agreements with major employers and small businesses in South Central Connecticut, New Haven Works identifies job openings for its members, follows a mutually designed

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process of referring candidates to employers and ensures that all regional employers have access to qualified, pre-screened, and referred local applicants.

New Haven Works utilizes Job Coaches who support candidates while they are on the job by ensuring that workers have transportation options, arranging for mentor support, and communicating with and receiving feedback from supervisors – all of which increases the likelihood of retention.

The Fellow will work to directly support the job coaching and employer outreach activities of the organization, including:

- Working with candidates to develop their career and job search plans;
- Assisting in job applications, including electronic submissions, resumes and cover letters;
- Conducting mock interviews;
- Helping job coaches match candidates to identified job opportunities;
- Identifying additional resources in the community that can help individual applicants succeed in their career goals.

We will also ask the Fellow to provide support to strategic projects, including:

- Data Support – We have a tracking database with information collected through an intensive intake questionnaire, supplemented by hiring-process data provided by partner employers. We will need support to help analyze hiring trends and communicate these trends to key stakeholders.
- Employer Research/Outreach – Support our employer outreach strategy by conducting research on local and regional employers. Research may include conducting brief surveys / interviews with select employers on their hiring needs, recruitment processes, and potential alignment with New Haven Works services.

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

1. Interest in urban economic development, including workforce development;
  2. Strong communication and collaborative skills;
  3. Detail oriented and reliable
  4. Work independently and demonstrate initiative;
- **Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):**

No additional requirements.

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- **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.**

New Haven Works hosted a PPSF Fellow in Summer 2015. See the [internship report](#) for a summary of the work.

