Proposal for Fellowship Placement • Summer 2018

- Organization: Christian Community Action, Inc.

- Full street address of organization: 168 Davenport Avenue, New Haven, CT 06519

- Website: ccahelping.org

- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis): John Noonan, Director of Development

- Phone number and e-mail address of proposed direct supervisor: (203) 777-7848, jnoonan@ccahelping.org

- Placement dates (8-11 weeks between Tuesday, May 29 and Friday, August 10, 2018): Tuesday, May 29, 2018, to Friday, August 10, 2018

- Are placement dates flexible? If so, please describe: Yes. We would be happy to welcome a Fellow earlier or later. CCA welcomes the right candidate for this role and expects to accommodate a degree of flexibility for her or his schedule.

- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): This will be a full-time position, Monday to Friday, from 9:00 AM to 5:00 PM.

Placement Description

- Organization description (mission statement, population served. 150 words or less.): Christian Community Action (CCA) is a nonprofit organization with a 50-year history of providing help, housing, and hope to families that are homeless or at risk of homelessness and individuals struggling with the challenges of poverty in New Haven. Our programs and services include emergency shelter apartments for families, connecting families that are homeless with community resources to build stability and self-sufficiency, and emergency assistance, such as a food pantry, diaper bank, and utilities assistance. CCA uses a two-generational approach, understanding that
heads of household and children have unique needs, and provides services that are person-centered and trauma-informed.

- 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*):

Christian Community Action welcomes a President’s Public Service Fellow to take an active role in researching, identifying, and developing proposals to new sources of fundraising support.

- 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.*)

As CCA looks to its second half-century in New Haven, we are interested in expanding our base of support in order to increase our impact on those whom we serve. For this reason, we welcome a President’s Public Service Fellow to dedicate her or his time, effort, and energy to researching and identifying new fundraising opportunities.

This individual will work with CCA to not only explore potential new partnerships, but also to assist in the effort to develop materials such as grant proposals, letters of inquiry, and marketing outreach. Prior experience in nonprofit organizations is preferred, but the right candidate will be conscientious, mission-driven, and dedicated to applying her or his skills to advancement of the CCA vision and values.

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

Strong research ability. Strong writing, editing, and critical thinking skills. Demonstrated interest in social justice issues, particularly in terms of homelessness, housing insecurity, and basic needs.

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

Occasional evening and weekend hours may be required. A car is not required, but CCA has offices across the city of New Haven, and the right candidate will be asked to travel often between these locations and other sites across the city.
• 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.

CCA has been fortunate to welcome several Fellows in prior years. Many of these Fellows have helped to organize and manage summer programming the children of families living in our emergency shelter apartments and transitional housing program. Our most recent Fellow assisted in this effort as well, and also contributed to the planning of our 50th Anniversary activities.