Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2019

(Use 14 pt. font for all responses)

• Organization:
  Christian Community Action
• Full street address of organization:
  168 Davenport Ave. New Haven, CT 06519
• Website:
  www.ccahelping.com
• 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):
  Nicole Smith, Emergency Services Coordinator
• Phone number and e-mail address of proposed direct supervisor:
  203-777-7848, nsmith@ccahelping.org
• Placement dates (8-11 weeks between Tuesday, May 28 and Friday, August 9, 2019):
• Are placement dates flexible? If so, please describe:
  Placement dates are open to negotiation if a need should arise.
• Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week):
  Monday-Friday 9:00 a.m. to 5:00 p.m.
Placement Description

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

  Christian Community Action (CCA) is an ecumenical social service organization that expresses faithful witness by providing help, housing, and hope to those who are poor in New Haven. At the core of this mission is the belief that all families deserve to be treated as people, not as problems, with dignity and respect, which is an essential first step toward breaking the cycle of poverty. Our programs help families that are homeless to achieve and maintain self-sufficiency and independence. CCA serves those experiencing extreme poverty and homelessness in New Haven, and more specifically the Hill neighborhood. The majority of individuals utilizing CCA’s services are African American and Hispanic individuals and families. CCA provides a food pantry, diaper bank, family shelter, access to employment services, a family specialist, emergency services coordinator, and a neighborhood services advocate.

- **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 organization’s project description summary on the PPSF website, so be succinct):**

  The Yale fellow would take on the role of Neighborhood Services Advocate and work closely with the Emergency Services Coordinator. Their duties would include daily client interaction, running the food pantry and diaper bank, and working closely with CCA Staff to ensure that client needs are met.

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

  The Neighborhood Services Advocate (NSA) works Mondays through Thursdays from 9:00 a.m. to 5:00 p.m. as the liaison between community members and Christian Community Action. The NSA works closely with the Emergency Services Coordinator and other staff at CCA to provide much needed services for individuals. Duties of the NSA include operating the Food Pantry and Diaper Bank and helping the Emergency Services Coordinator with tasks such as organizing and coordinating donations and energy assistance.

  The primary focus of the NSA is operating the Food Pantry and Diaper Bank at CCA. The Food Pantry is open Monday–Friday 9:30 a.m. to 3:45 p.m. and serves roughly 300 households per year. Each Thursday morning, the pantry receives its weekly delivery from the Connecticut Food Bank, which the NSA oversees. The NSA is responsible for making sure that the pantry shelves are stocked and well organized to help streamline pantry visits. The NSA is also responsible for scheduling monthly appointments for Food Pantry guests. On Tuesday afternoons, the NSA runs Food Pantry registration for eligible community members and also prepares emergency food bags for those who do not qualify or are not registered. This process includes making copies of all

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**Completed proposal must be e-mailed in Word format to ppsf@yale.edu by Friday, November 16, 2018 at 5pm. Do not send PDFs.**

**Questions? Call the Yale Office of New Haven and State Affairs: (203) 432-8412**
appropriate documents, helping individuals fill out the intake forms, and subsequently entering all new pantry clients into CCA’s database to schedule them for regular appointments.

Alongside operating the Food Pantry, the NSA is responsible for CCA’s Diaper Bank. The Diaper Bank runs every first and third Thursday of the month between the hours of 2:30 p.m. and 4:00 p.m. The NSA organizes the list of children who are registered with the Diaper Bank and ensures that the correct amount of diapers are available for registered clients. The Diaper Bank registers new clients on Diaper Bank days, the NSA is responsible for registering eligible families, making copies of the appropriate documents, and inputting the information into CCA’s database.

- List specific skills/experience required for the project:
  Spanish language abilities are not required, but would be helpful in the Neighborhood Services Advocate position.

- Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):
  A car is not required, however, if the Fellow has a car they will be issued a parking pass for the Christian Community Action lot.

- Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.
  In the past, CCA has had groups of Yale volunteers help with beautification of Stepping Stone, CCA’s Transitional Housing location, as well as President Fellows and Yale Divinity School interns. All of whom helped with various projects, including work as Neighborhood Services Advocates, prepping apartments for incoming families, and various diaper/food/toy drives.