The Community Soup Kitchen
84 Broadway
New Haven, CT, 06511

www.csknewhaven.org

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Placement Dates: Tuesday, May 26, 2020 – Friday, August 7, 2020
Start date is flexible and fellows may ask to start as late as the week of June 8.

Proposed Schedule: Monday—Friday, 8 AM – 3:30 PM.

Organization description: The Community Soup Kitchen was founded in 1977 to provide free, nutritious meals on a regular basis in the downtown New Haven community for the benefit of the poor and underprivileged and to enhance the dignity and sense of worth to all who come to the kitchen. CSK is open for lunch Monday, Tuesday, Thursday and Friday and breakfast on Saturday. CSK provides supplies and services to four satellite programs and on Wednesdays brings sandwiches to the New Haven Green to cover the closure of the Wednesday lunch program at St. Thomas More. CSK also provides a location for outsider support services such as blood pressure screenings, medical screenings, housing services, homeless services, and veteran services.

Responsibility Summary: Summer Fellows will assist the Development Coordinator in fundraising, grant writing, event planning, administrative duties, and social media and website development; prepare and serve Sandwiches on the Green and assist in the dining room as needed; and accompany the Executive Director on weekly Thursday pickups.
**Project Description**: Summer is usually a very quiet time for CSK as the yearly intern leaves in mid-June and the new intern doesn’t start until late August. The presence of a summer fellow means having the opportunity to more with fundraising than was previously possible. Fellows will have the opportunity to propose and organize their own event or to work with the development coordinator on reviving a previous summer event. In addition to organizing fundraisers, fellows will assist in the daily running of the soup kitchen. Daily responsibilities include administrative duties such as entering donations into an online database, preparing and delivering bank deposits, answering emails, coordinating volunteer requests, updating the website and making regular social media posts.

The soup kitchen operates as part of a network of food services throughout the New Haven area. During the school year lunch on Wednesday is provided by students at St. Thomas More. When that program closes in April, the development coordinator and intern and/or summer fellow fill the need by making peanut butter and jelly sandwiches, loading them into a red radio flier wagon, and handing them out with a drink and snack on the New Haven Green. This is an incredibly important and very special service provided by CSK over the summer.

Over 50% of the food served at CSK is provided through in-kind donations. Food is regularly dropped off at the soup kitchen location, but the executive director also makes weekly pickups in the CSK van. Making the pick up rounds on Thursday is a great way to meet some of our donors, get to know our partners and neighbors, and visit some of the network of sites that make everything possible.

Grant writing is an important aspect of the development department of CSK and summer fellows will be expected to assist in the solicitation of grants, sponsorship, and donations, including record-keeping, survey-taking, and reporting. Good writing skills are an important skill, but CSK is committed to fostering and developing the skills of the interns and fellows by providing education opportunities such as attending grant writing workshops and providing individual instruction. Research is an important aspect of writing grants including identifying new opportunities, community needs, and proposing new programs and improvements to existing programs to help CSK fulfill its mission more efficiently moving forward.
**Required Skills:** friendly, outgoing, flexible. Must be able to adapt to a fast-paced constantly changing environment. Must be experienced in updating social media and comfortable working with a computer. Good written and verbal communication skills. Experience with Microsoft Excel, eTapestry, and Squarespace preferred but not required. Writing experience, especially professional writing, strongly preferred. Experience in web development, graphic design, and/or photography helpful but not required. Dog-friendly preferred.

**Additional requirements:** may be required to attend 1-2 Thursday night board meetings. Since the primary duties of the fellow are to help organize events and fundraisers, attendance at any scheduled weekend or evening events is expected. In an 8-week period such events are not expected to exceed 1-2 evenings or weekends.

The Summer Fellow program at CSK is designed to supplement the Episcopal Service Corp internship program that ends in June. CSK is proud to have partnered with an intern from St. Hilda’s House ESC for ten years. St. Hilda’s House is an intentional community of young adults spending a year in service and discernment in partnership with Christ Episcopal Church and Berkeley Divinity School at Yale. In addition, CSK is partnered with a Yale residential college each year. Yale students regularly volunteer in our dining room, help with fundraising efforts and food drives, attend important events, and help promote upcoming events.