Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2020

• Organization: New Haven Works, Inc.

• Full street address of organization *(Fellows must be provided with a desk and computer at placement site and cannot work remotely)*: 205 Whitney Avenue, Suite 106

• Website: newhavenworks.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)*:

  Nakisha Jones, Staff & Program Manager

• Phone number and e-mail address of proposed direct supervisor:

  203-562-9000; Nakisha@newhavenworks.org

• Placement dates *(8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020)*: May 26 – August 7

• Are placement dates flexible? If so, please describe:

  While we welcome any duration, we prefer a commitment of 10 weeks or more.

• Proposed work schedule *(placements should be equivalent to full-time and not more than 37.5 hours/week)*:

  Monday – Friday, 9am – 5pm (1/2 hour unpaid lunch). The work schedule may be adjusted to allow for evening or Saturday events (e.g. new member orientation) but will not exceed 37.5 hours/week.

**Completed proposal must be e-mailed in Word format to ppsf@yale.edu by Friday, November 8, 2019 at 5pm. Do not send PDFs.**

**Questions? Call the Yale Office of New Haven and State Affairs: (203) 432-8412**
Placement Description

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

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.

- **Write a 1-2 sentence summary of the work that the Fellow would be conducting**
The PPSF Fellow will provide program support to New Haven Works’ member services and employment engagement leadership as we undergo several programmatic expansion and improvement initiatives.

- **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.)*

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 partnering with major employers and small businesses in South Central Connecticut, New Haven Works identifies job openings for its members, follows a mutually designed 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

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support, and communicating with and receiving feedback from supervisors – all of which increases the likelihood of retention.

The Fellow will serve as a program assistant to the Staff & Program Manager and directly support the member services and activities of the organization, including:

- The reformulation of the member survey tool and delivery to improve customer service;
- Assistance with updating and making more accessible a member resource guide to training programs and community services;
- Support for members in job application preparation process, particularly electronic submissions;
- Participation, under the instruction of the Staff & Program manager in mock interviews with members.

We will also ask the Fellow to provide support to the Director of Employer Engagement as we expand our employer engagement efforts. Two key projects will include:

- Partner Employer Analysis – Evaluate trends, strengths, and areas of opportunity with current partner and participating employers; this will include developing an employer survey tool to be implemented by the end of the summer;
- Local employer analysis – Support our employer outreach strategy by conducting research on local and regional employers who do not yet participate with New Haven Works.

- List specific skills/experience required for the project:

1. Interest in urban community economic development strategies;
2. Strong communication and collaborative skills;
3. Detail oriented and reliable;
4. Work independently and demonstrate initiative.
5. Undergraduates or graduate students pursing degrees in the social sciences are highly preferred; Coursework in survey design and experience with survey-building tools is highly desirable;
6. Advanced Microsoft Excel skills
• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):

The Fellow will be asked to participate in four new member orientations, on two Thursday evenings and on two Saturday mornings.

• 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 2016, Shancia Jarrett as assigned to New Haven Works. She was a tremendous asset as we launched our pilot season of our Construction Careers Pipeline. She also provided additional data support for the Yale jobs pipeline.