Proposal for Fellowship Placement • Summer 2020

- Organization:
  New Haven Pride Center (New Haven Gay & Lesbian Community Center, Inc)

- Full street address of organization *(Fellows must be provided with a desk and computer at placement site and cannot work remotely)*:
  84 Orange Street, New Haven, Connecticut 06511 (basement level)

- Website:
  newhavenpridecenter.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)*:
  Patrick Dunn, Executive Director, will be the direct supervisor with supervisory support from the Center’s four (4) program officers (Ala Ochumare, LGBTQ+ Youth Program Officer; Miranda Rector, LGBTQ+ Women’s Program Officer; and the Latinx and Trans Program Officers).

- Phone number and e-mail address of proposed direct supervisor:
  pdunn@newhavenpridecenter.org / 203.387.2252

- Placement dates *(8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020)*:
  We would ideally like someone for 10 weeks starting on May 26.

- Are placement dates flexible? If so, please describe:
  Yes, we would be more than happy to work with the program and student to ensure that all the requirements are met but are also creating a work environment and timetable that is ideal for them.

- Proposed work schedule *(placements should be equivalent to full-time and not more than 37.5 hours/week)*:
  Monday – Friday; 10:00a – 6:00p (5:00p on Tuesdays) with a lunch break. Some evening and weekend hours for programming and special events will also be required.
Placement Description

- Organization description (mission statement, population served. 150 words or less.):
The purpose of the New Haven Pride Center is to provide educational, cultural, and social enrichment programming for the LGBTQ+ community, its allies, and members, to make a positive contribution to the entire community of Greater New Haven.

- Write a 1-2 sentence summary of the work that the Fellow would be conducting
The New Haven Pride Center is excited about the possibility of having a President’s Public Service Fellow join our team this summer in a program development and marketing capacity. Working with our four (4) program officers – youth, women, Latinx, and trans/nonbinary/intersex - this position would help to develop and run the New Haven Pride Center’s robust roster of programming, serving the LGBTQ+ community of Greater New Haven. This will include planning for the 2020 PRIDE New Haven festival that takes place in September.

- 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.)

Job Purpose
The President’s Public Service Fellow would assume a position of program development and program support in partnership with the Center’s four (4) program officers and Executive Director. In addition, this position would work with the Center’s Executive Director and PRIDE New Haven staff and volunteers to curate the 2020 PRIDE New Haven festival.

Primary Roles & Responsibilities (many of these tasks will include working with other team members including the Center’s Marketing & Development Coordinator and Administrative Coordinator)
- Assist with the development of specific programs in partnership with the Center’s programming staff
- Assist with major summer programs including:
  - Queer Camp and Other Youth Activities
  - Socials and Interactive Programming
  - Summer Arts & Culture Events
- Work with Executive Director and other program staff to design PRIDE New Haven programming
- Assist with distribution of performer applications for PRIDE New Haven
- Assist with the creation of new relationships within the community to ensure further success and access to Center programming
- Assist with the creation of marketing materials for Center programming
- Assist with the creation of social media marketing posts for Center programming
- Assist with the creation of social media campaigns, programmatic not fundraising
- Assist with the creation and maintenance of the Center’s website, including developing program specific content and assisting with the maintenance of our online resource list
- Assist with solicitation for advertising for the Centerline Magazine and online blogs

• List specific skills/experience required for the project:
A President’s Public Service Fellow would be expected to:
- have experience working with the LGBTQ+ community, with knowledge and understanding of the nuances of a complex and diverse community;
- be able to work on and meet deadlines
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office and Google Docs
- be a self-starter and able to work independently without persistent oversight
- be able to build and maintain positive relationships with a variety of different individual organizers, community group, and other program partners

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):
There is no car requirement for this position. If travel is required for a program that is not walkable, depending on the location, the Center will reimburse the Fellow or help to arrange travel. The need for this is very unlikely.

• 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.
This would be the first time we are participating in the PPSF Fellowship program.

The Center has been fortunate to receive student fellows through the Dwight Hall Fellowship program for the past two years. We also have had an undergraduate volunteer who has been working on the Center’s marketing, on a weekly basis, for the past two and a half years.
In addition, we have partnerships with many Yale student groups including Trans@Yale, the Yale School of Management LGBTQ+ Affiliation Group, Yale Law School students, Yale Divinity School students, the Q-Med Conference at Yale School of Medicine, and the Yale Cabaret.

Also, the Center’s LGBTQ+ Women’s Program Officer, Miranda Rector, is a Yale Student.