

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2024

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#### Organization information

<i>Name of organization</i>	Apostle Immigrant Services
<i>Full street address</i>	115 Blatchley Avenue
<i>Website or link to social media page</i>	<a href="https://www.apostleimmigrantservices.org">https://www.apostleimmigrantservices.org</a>

#### PPSF Fellow's direct supervisor

<i>Name</i>	Mary Ellen Burns
<i>Title</i>	Attorney/Executive Director
<i>Cell phone number</i>	203-974-2296
<i>E-mail address</i>	<a href="mailto:meburns@ascjus.org">meburns@ascjus.org</a>

**What is the best way for prospective student applicants to contact you with questions about your proposal?**

- Send an e-mail to set up a 15-meeting phone call to discuss

**Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)**

June 3, 2024 - August 2, 2024

**Are placement dates flexible? Are there any dates on which your Fellow must work?**

Dates are flexible

**Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)**

M-F, 9:30-5:00

**If a hybrid schedule is offered at your site, please describe:**

N/A

**Organization description (*mission statement, population served. 1,000 characters or less*)**

AIS works with immigrants and their families to achieve their goals through the provision of immigration legal services. Our focus is on serving low-income immigrants and family members in the greater New Haven area and the majority of our clients come from the City of New Haven.

**Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).**

The Fellow will support preparation of applications for immigration benefits and in developing materials for volunteers and new staff.

**Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.**

The specific project is the development of a manual for the representation of clients in applications sought by AIS clients, under the supervision of the Executive Director. This will include collating sample checklists, cover letters, and document charts, as well as samples of follow-up communications with clients, currently used by staff, the organization of these materials and translation of the final version of all client-facing materials into Spanish.

Additionally, the Fellow will participate in client interviews and assist staff in all stages of application preparation, including: appointment scheduling, file organization; translation; form preparation; and file and record maintenance.

**List any specific skills/experience required for the project**

Fluency in written and spoken Spanish.

**Additional requirements**

N/A

**Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.**

Current and past Yale student Fellows and volunteers have assisted staff in maintaining databases, translating documents, contacting clients, organizing files and documents, scheduling appointments and updating the AIS website.