

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	Greater New Haven Business and Professional Association
<i>Full street address</i>	1294 Chapel Street New Haven, CT 06511
<i>Website or link to social media page</i>	www.gnhbpa.org www.facebook.com/groups/452113464809102

PPSF Fellow's direct supervisor

<i>Name</i>	Reynaud L Harp
<i>Title</i>	Executive Director
<i>Cell phone number</i>	203 376 5455
<i>E-mail address</i>	Rlharp.gnhbpa@gmail.com

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)

July 6th thru August 9th

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

Flexible dates

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

9:00 am thru 4:45 pm

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

Work hours in -office are flexible

Organization description

GNHBPA is a membership organization established to promote the development and advancement of minority and women small business organizations in the Greater New Haven area. We serve the minority and women business community thru the provision of technical training programs, networking, advocacy and economic resource referrals designed to strengthen its members and to enable minority and women disadvantaged businesses to broaden participation in the Greater New Haven economic infrastructure.

Write a 1-2 sentence summary of the work that the Fellow would be conducting.

The Intern would be principally involved in developing and coordination the membership media and digital communications program. Digital communications, periodic newsletters, the intern would administer website administration and membership meeting announcements under staff direction.

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

1. Develop and issue 3 monthly digital newsletters
2. Create various flyers and promotional materials for subject meetings and networking events
3. Update membership roster
4. Assist administration of member business referral program
5. Carry out general member communication tasks as directed
6. Assist in miscellaneous meeting and event administration tasks as needed

List any specific skills/experience required for the project

1. General digital media skills and website administration
2. Solid interpersonal and communication skills
3. Self-starter and task-oriented individual

Additional requirements

Not Applicable

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

GNHBPA was fortunate to host a PPSF intern during summer 2022. This experience resulted in the development of the GNHBPA website and other digital infrastructure which is currently in use today. Our organization benefitted from the intern experience, and the intern benefitted personally also.