

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	Greater New Haven Business and Professional Association, Inc.
<i>Full street address</i>	1294 Chapel Street New Haven, CT 06511
<i>Website or link to social media page</i>	https://www.facebook.com/groups/452113464809102 https://www.gnhcc.com/list/member/greater-new-haven-business-professional-assoc-994 https://www.linkedin.com/in/greater-new-haven-business-and-professional-association-00b420114

PPSF Fellow's direct supervisor

The supervisor must be available to supervise Fellow on a daily basis.

<i>Name</i>	Reynaud Harp
<i>Title</i>	Executive Director
<i>Cell phone number</i>	2033765455
<i>E-mail address</i>	Rlharp.gnhbpa@gmail.com

Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)

June 5, 2023 Thru August 11, 2023 (10 weeks)

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

Placement dates are flexible; Monday thru Friday. Holiday excluded (July 3rd - 4th)

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

9:00 AM until 4:45 PM. Workdays Monday thru Friday.

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

GNHBPA is established to promote and assist in the development of minority and female small businesses in the New Haven (including Greater New Haven) area. Since establishment as a non-profit agency circa 1966, GNHBPA has provided networking, technical resource, business referrals and technical development and trainings for minority construction contractors. The population served are principally resident in the Dwight, Dixwell/Newhallville, Hill and West Rock neighborhoods.

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

We anticipate a complete overhaul of the GNHBPA social media presence to update existing online data and establish a modern website that incorporates online data regarding current membership resources and capabilities. The Fellow will assist in that effort and will principally be tasked with drafting and editing various site information; compiling membership data; editing outdated online info.

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

The Fellow will be expected to interface with social media technicians, agency personnel and current membership to establish the end product social media presence.

List specific skills/experience required for the project

Working knowledge of basic social media skills, techniques, and resources are needed, as well as the ability to write and edit subject material regarding the organization and its constituent members.

Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.

Some travel within the city may be needed for the occasional meeting, research or interview. Free parking is provided if the Fellow chooses to drive to work.

Briefly describe any 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.

I am advised that GNHBPA was fortunate to have used a Yale Fellow at some time greater than 10 years ago for a membership compilation project. That time predates my direct involvement with GNHBPA. It is my understanding that the work product developed at that time is still in use today.