

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	New Haven Works
<i>Full street address</i>	205 Whitney Avenue, Suite 106, New Haven, CT 06511
<i>Website or link to social media page</i>	www.newhavenworkspipeline.org

PPSF Fellow's direct supervisor

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

<i>Name</i>	Elias Estabrook
<i>Title</i>	Staff & Program Manager
<i>Cell phone number</i>	475-221-1498
<i>E-mail address</i>	elias@newhavenworkspipeline.org

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

Tuesday, May 30 to August 11, 2023

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

Yes, the dates are flexible, at the Fellow's discretion.

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

Usually Monday through Friday, 9 am – 5 pm (37.5 hours). In order to help with outreach at some community events on Saturdays and Sundays, we may ask the Fellow to work on approximately four Saturdays or Sundays for 3-6 hours each. Their hours on weekdays will be reduced when they work Saturday/Sunday, in order to flex their time to be no more than 37.5 hours for that week. Other than these set Saturdays/Sundays, Fellows can work on a somewhat flexible schedule

on Monday through Friday (except for Tuesday evenings because of PPSF weekly obligation). As of November 2022, New Haven Works staff have the ability to work on a hybrid (remote and in-office) schedule.

Organization description (*mission statement, population served. 1,000 characters 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: build a talent pool for regional businesses by recruiting, preparing, and screening City of New Haven residents for available jobs in growth occupations; collaborate on career pathways in construction, healthcare and educational services to meet employer demand for a skilled workforce; 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 (500 characters or less).

The Fellow will provide program support to New Haven Works' member recruitment, communications, and member services. Key deliverables will be recruitment of residents with STEM backgrounds or interest in other high-demand occupations, a community recruitment/informational event, and a collection of member testimonials for social media/communications use.

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

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

Since 2020, New Haven Works has partnered with the BioPath Initiative at Southern Connecticut State University (<https://www.southernct.edu/stem/biopath>) to facilitate career pathways for more New Haven residents into the STEM jobs with bioscience companies in the New Haven area. One of New Haven Works' goals is to expand the number of enrolled members with backgrounds and career interests in STEM, and then help to ultimately place these members in bioscience jobs.

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

Recruitment: Industry-specific recruitment of New Haven residents (with STEM backgrounds) to enroll as NHW members and receive support through Bioscience career pathways; help to coordinate an in-person recruitment event; Industry-specific recruitment of New Haven residents for other in-demand occupations with New Haven Works' partner employers, which may include building maintenance, construction, healthcare support, hospitality and food service, and security services.

Communications: In collaboration with the New Haven Works operations team, plan, schedule, and create social media posts; facilitate meetings and record written content with New Haven Works members that have secured permanent jobs and are willing to share testimonials of their positive experience in the program

Member Services and Case Management: as needed and able, may provide technical assistance to members as they apply to job postings, research jobs, and undertake other job searching activities in the NHW computer lab

List specific skills/experience required for the project

- Interest in urban community economic development strategies;
- Strong communication and collaborative skills;
- Detail oriented and reliable;
- Work independently and demonstrate initiative;
- Undergraduates or graduate students pursuing degrees in a STEM (Science, Technology, Engineering and Math) field preferred;
- Basic to intermediate proficiency with Google Sheets or Microsoft Excel;
- Customer service and/or community engagement experience.

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

None. A car is not required. Community events will take place in New Haven within 1-2 miles of Downtown and are reachable by bike/bus/rideshare. New Haven Works has indoor and outdoor bike parking at its office.

Q23. 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.

In 2020, our last Fellow, Kimberly Cruz assisted the organization with the reformulation of the member survey tool and delivery to improve customer service. Two key projects also included:

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

In 2016, Shancia Jarrett was 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 University jobs pipeline.

Our Staff and Program Manager, Elias Estabrook, is a Yale College graduate and participated as a PPSF Fellow in 2014 with the Boys & Girls Club of New Haven.