

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2023

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#### Organization information

<i>Name of organization</i>	Sanctuary Kitchen by CitySeed
<i>Full street address</i>	109 Legion Ave, New Haven, CT 06519
<i>Website or link to social media page</i>	<a href="http://www.sanctuarykitchen.org">www.sanctuarykitchen.org</a>

#### Q16. PPSF Fellow's direct supervisor

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

<i>Name</i>	Naseema Gilson
<i>Title</i>	Program Director
<i>Cell phone number</i>	219-613-2697
<i>E-mail address</i>	<a href="mailto:naseema@cityseed.org">naseema@cityseed.org</a>

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

5/30/2023-8/11/2023

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

We can be flexible.

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

Wednesday-Sunday 9:30-5:30 (either Saturday OR Sunday, not asking for them to work both)

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

Sanctuary Kitchen, a program of CitySeed, partners with immigrant and refugee chefs to build economic opportunity and authentic connections through food. Our vision is to enhance the culinary skills of refugees and immigrants in a supportive environment that honors story and diverse cultural traditions, fosters community and understanding, offers professional development, and generates economic success in the most delicious way possible. We do this through refugee and immigrant-led cooking classes, supper clubs and other culinary events. Sanctuary Kitchen Catering, our social enterprise, provides authentic, multicultural catering and food products that support employment, professional training and integration of refugees and immigrants in Greater New Haven. CitySeed is a non-profit organization whose mission is to engage the community in growing an equitable, local food system that promotes economic development, community development and sustainable agriculture.

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

Support the development, growth and implementation of Sanctuary Kitchen programming: Planning and promoting culinary events featuring refugee and immigrant chefs, their cuisines and stories; Promoting and supporting the growth of Sanctuary Kitchen products and sales; Assist in culinary training, job readiness, and job placement.

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

The President's Public Service Fellow will work under the supervision of the Managing Director and Sanctuary Kitchen Program Director, and is expected to work in collaboration with other CitySeed staff, interns, volunteers, and community members as needed.

The Fellow will support the development, growth and implementation of Sanctuary Kitchen programming:

Event Planning:

-Planning and promoting culinary events featuring refugee and immigrant chefs, their cuisines and stories

Sanctuary Kitchen Products and Sales:

-Assist in growing Sanctuary Kitchen catering, wholesale and direct-to-consumer sales in the Greater New Haven area and across Connecticut by strategically fostering new partnerships and strengthening relationships with existing partners.

-Support marketing, promotion, and community engagement to help promote the mission and products of Sanctuary Kitchen.

Culinary training, job readiness, and job placement:

-Support the Culinary Director in weekly culinary training sessions.

-Support the Program Director in the development and implementation of a pilot Job Readiness curriculum.

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

-Strong organizational, communication, and interpersonal skills

-Computer skills (Microsoft Office, Google Suite, Social Media) as well as the ability to provide technical support as needed.

-Attention to detail

-Strong time management skills

-Strong verbal and written communication skills

-Reliable, punctual, professional, and presentable

-Ability to work both independently and as part of a team

-Enthusiasm for connecting communities through food

-Experience creating content for social media, newsletters or similar formats

-Flexibility, maturity and a sense of humor

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

We'd like at least one weekend day to help with Farmers Market sales (could rotate days), which also means that a car would be strongly recommended.

**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.**

CitySeed and Sanctuary Kitchen have worked with Yale PPSF to coordinate our network of Farmers Markets and administer the SNAP Double Value Coupon program since 2017. A PPSF fellow help us develop our virtual cooking class plan last year, which we will continue to use over the coming years. We truly value our relationship with Yale PPSF fellows and are thankful for the invaluable work contributed by each individual through this program to further our mission.

