

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

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| <i>Name of organization</i> | New Haven City Plan Department |
| <i>Full street address</i> | 165 Church Street, 5th Floor, New Haven CT 06510 |
| <i>Website or link to social media page</i> | https://www.newhavenct.gov/government/departments-divisions/city-plan |

PPSF Fellow's direct supervisor

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| <i>Name</i> | Jacob Robison |
| <i>Title</i> | Senior Project Manager |
| <i>Cell phone number</i> | 203-314-3263 |
| <i>E-mail address</i> | jrobison@newhavenct.gov |

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

- Send an e-mail with questions

or

- 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)

Fellow may work any or all of these weeks and will be agreed upon once fellow is placed.

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

Placement dates are flexible and determined by fellow. Dates on which the fellow must work will be agreed upon once fellow is placed.

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

Mondays - Fridays 9 AM - 5 PM with half hour lunch break every day.

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

In-office Monday, Tuesday, Thursday/WFH Wednesday and Friday.

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

City Plan works to improve the well-being of all residents in our community by creating safe, equitable, healthful, economically vibrant and attractive places. Planners engage with residents, community leaders, and elected officials to guide the development of physical spaces and develop frameworks for the long-term sustainable growth and development of the city.

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

The fellow would be assisting staff in both project and regulatory planning work relevant to the current issues in New Haven, such as long-term planning including the Vision 2035 Comprehensive Plan, sustainable growth, environmental concerns, regulatory and zoning work, active transportation, and historical conservation.

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

The goal of this fellowship is to provide the Fellow with a greater understanding of the planning profession through hands-on experience in the New Haven City Plan Department. The Fellow will have opportunities to interact with experienced staff members on project work that is critical to the equitable and sustainable development of the New Haven community. At the end of the fellowship, the fellow will have a greater knowledge of how a planner thinks, conducts project work, interacts with other planners, interacts with other municipal departments, and how an employee of local government interacts with the public they serve.

The Fellow will assist staff on various planning projects which may include, but are not limited to: assist in development of plan frameworks and outreach plans preparation of outreach materials, social media posts, and surveys, research and production of reference documents relevant to current and potential planning issues in New Haven, attendance at community engagement events, assist in drafting written plans, attendance in staff meetings, assist with coordination of City Plan filing system, assist in regulatory functions as assigned, assisting with City Plan customer walk-ins, assist in language interpretation tasks, and other project work of the Fellow's choosing upon agreement with the supervisor. The Fellow will attend weekly meetings to discuss work progress.

List any specific skills/experience required for the project

- Have some academic knowledge of planning, urban design, or public service.
- Have some familiarity with ArcGIS mapping
- Superior written and oral communication skills
- Be willing to ask questions when they are unsure of next steps.
- Be willing to interact with the public and professional partner in a dynamic work environment
- Have personable qualities and interested in relating to the concerns of New Haven residents

Additional requirements

Transportation to the office is required. Computer and cell phone must be provided by the Fellow. A shared work folder will be provided by City Plan and access to City email if necessary.

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

Fellows have assisted in public engagement for the 2035 comprehensive plan, written technical reports on the history of parks and the state of housing affordability in New Haven, and assisted with the management of commission files.