

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2025

Organization information

<i>Name of organization</i>	Leadership, Education, and Athletics in Partnership
<i>Provide the primary physical address where the Fellow will be working during their placement</i>	31 Jefferson Street, New Haven, CT 06511
<i>Organization's mailing address (if different)</i>	31 Jefferson Street, New Haven, CT 06511
<i>Website or link to social media page</i>	www.leapforkids.org

PPSF Fellow's Direct Supervisor

<i>Name</i>	Yakeita Robinson
<i>Title</i>	Chief of Staff/Director of the Q House
<i>Cell phone number</i>	203-243-8838
<i>E-mail address</i>	yrobinson@leapforkids.org

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 27, 2025 through Friday, August 8, 2025)

Tuesday, May 27, 2025 through Friday, August 8, 2025

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

Yes, they are flexible.

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

9:30 - 5:30 daily with a shorter day on Fridays (another day is possible).

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

A hybrid schedule is possible but would need to be worked out.

Q18. Organization description (*mission statement, population served. 1,000 characters or less*)

LEAP works deeply in six high-poverty neighborhoods, managing two large historic community centers and seven school-based sites. Since 1992, LEAP has created profound learning experiences outside of school for over 30,000 children and transformative employment opportunities for over 5,000 youth counselors, including many who now form the city's fabric and run LEAP.

LEAP believes in the power of young people to serve as leaders and change-makers. With an annual budget of \$7.3 million, LEAP is New Haven's largest youth employer. LEAP provides local high school and college students with training to build leadership skills and serve as caring mentors for children from their community. As counselors, these young people lead small groups of children (ages 7-12) through a culturally-affirming literacy curriculum and world-expanding enrichment activities including swim lessons, camping, African drumming, and more.

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

We are seeking a highly motivated and skilled Communications and Systems Specialist to join our team. This role is essential for enhancing our internal and external communication strategies while managing and optimizing our communication systems. The ideal candidate will have a strong background in communications, technical systems, and project management, demonstrating the ability to deliver effective solutions that improve organizational workflows and engagement.

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

Communications Management

- Develop and implement communication strategies to enhance information flow within the organization.

- Draft, review, and edit communications materials, including newsletters, reports, and social media.

- Manage internal communication platforms such as email newsletters/flyers, and bulletin boards.

Systems Administration

- Assist with the functionality and performance of communication systems (e.g. video conferencing, messaging platforms).

- Collaborate with IT to ensure seamless integration and maintenance of communication technologies.

- Identify areas for improvement in current systems and propose upgrades or new tools.

Project Coordination:

- Lead projects aimed at improving communication effectiveness and system efficiencies.

- Collaborate with different departments to gather requirements and tailor solutions to meet their needs.

- Monitor project timelines, budgets, and deliverables to ensure successful implementation.

Training and Support:

- Assist with training for staff on communication tools and best practices.

- Serve as a point of contact for communication system issues and troubleshoot as necessary.

- Prepare and maintain documentation related to communication policies and system usage.

Data Analysis and Reporting:

- Analyze communication metrics to assess the effectiveness of communication strategies.

-Prepare reports and presentations for management, highlighting trends and recommendations.

List any specific skills/experience required for the project

Qualifications:

- Experience in communications, systems management, or a similar role.
- Proficient in communication tools and platforms (e.g., Microsoft Teams, Zoom).
- Strong project management skills with experience in leading cross-functional teams.
- Excellent written and verbal communication skills.
- Ability to analyze data and generate actionable insights.
- Familiarity with digital marketing and social media platforms is a plus.

Preferred Qualifications:

- Experience with content management systems (CMS) and social media management tools.
- Knowledge of multimedia production tools (e.g., video editing, graphic design).

Additional requirements (e.g. a car, weekend working hours, a background check). If a car is required, include information regarding parking arrangements and mileage reimbursement. If a background check is required, share how far in advance this must start before arriving to work at your site. Please note that your organization is responsible for any costs associated with the background check process.

Background check - the week before.

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

LEAP has had multiple PPSF Fellows and other Yale students have held multiple roles over many years at LEAP including internships in grants, communications, curriculum and training, and finance as well as working as

counselors during the summer and during the school year, volunteering to teach a class to children, and other short-term volunteer experiences.