

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2025

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#### **Organization information**

*Name of Organization:* New Haven Works

*Address:* 205 Whitney Avenue New Haven CT06511

*Website:* <http://beta.newhavenworkspipeline.org/contact>

*Instagram:* Newhavenworkspipeline

#### **PPSF Fellow's Direct Supervisor**

*Name:* Jon Avila

*Title:* Operations Manager

*Cell phone number:* (917) 675-0532

*E-mail address:* [jonanthony@newhavenworkspipeline.org](mailto:jonanthony@newhavenworkspipeline.org)

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

- Send an e-mail with questions **OR**
- Contact the person below with questions about this proposal:

Jon Avila, [jonanthony@newhavenworkspipeline.org](mailto:jonanthony@newhavenworkspipeline.org)

**Placement dates (8-11 weeks between Tuesday, May 27, 2025 through Friday, August 8, 2025)**

New Haven Works is open to accepting a fellow for this period and can accommodate flexible scheduling regarding the dates.

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

Placement dates are flexible, and there are currently no mandatory work dates for the fellow.

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

New Haven Works operates from 9 AM to 5 PM. If a fellow joins us, we will adjust their hours to ensure they do not exceed 37.5 hours while remaining within our operational schedule.

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

Employees have the option of a hybrid schedule, allowing them to work one day from home each week.

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

New Haven Works seeks to build a middle class in an urban center and improve economic stability in all communities by providing employers with a trained and qualified workforce and connecting New Haven residents to good jobs. New Haven Works collaborates with a diverse group of individuals from various social, ethnic, educational, and economic backgrounds.

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

If New Haven Works has the opportunity to collaborate with a fellow, they will participate in our data collection efforts. This role will involve assisting in gathering information to enhance our services to the community, as well as working with our engagement team to communicate with individuals, promote enrollment, and educate them about how New Haven Works supports in the surrounding area.

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

New Haven Works currently has a waiting list of individuals eager to reengage with our program and access our services. The fellow will directly communicate with these members to gather information and assist the

Program and Staff Manager, as well as the designated Job Coach for each job family. Additionally, the Yale fellow will help identify areas of need or focus where New Haven Works can engage through events, collaborations, and partnerships and most importantly develop ways to measure organizational effectiveness.

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

No prior experience is required for this position. We are fully committed to providing training and support to engage the fellow and enhance their understanding of our unique work. The only requirement at New Haven Works is a genuine desire to assist the surrounding New Haven community.

**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.**

N/A

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

Our previous Yale Fellow concentrated on organizing existing data and maintaining accurate records. Additionally, the fellow worked on enhancing our intake process and collecting information from current members to improve retention strategies.