

Yale University President's Public Service Fellowship
Summer 2021

Proposal for Fellow working remotely for organization

- Organization: CitySeed, Inc.
- Full street address of organization: 817 Grand Ave., no.101, New Haven, CT
- Website: www.cityseed.org/ www.sanctuarykitchen.org
- Name and title of person who will be the Fellow's direct supervisor:

Sumiya Khan, Kitchen Program Manager

- Phone number and e-mail address of proposed direct supervisor:

203.675.2239 / sumiya@cityseed.org

- Placement dates:

Requesting June 1st – August 13th

- Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone?

Yes, although we prefer 11 weeks, we have been able to work around an 8 week timeframe however, we would prefer if the fellow was available into the beginning of August. We can accommodate a remote fellow, so long as they are available to attend occasional meetings starting 10:30am.

- Proposed 37.5 hour per week work schedule:

Fellows would work Monday – Friday from 9:30am – 5:00pm

- Organization description:

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. Our vision is to create a sustainable model of local economy, urban community, regional agriculture, environmental stewardship, and well-being through food.

- **Write a 1-2 sentence summary of the work that the Fellow would be conducting.**
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 Manager, 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.
- Assist in creating, organizing and distributing digital and print content that drives storytelling and promotion for our programming and social enterprise across multiple marketing channels.

Culinary training, job readiness, and job placement:

- Support the Culinary Coordinator in weekly culinary training sessions.
 - Support the development and implementation of a pilot Job Readiness curriculum.
 - Support the Program Manager in identifying and developing job placement opportunities in the local food industry.
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- List specific skills/experience required for this work:
 - Strong organizational, communication, and interpersonal skills
 - Computer skills (Microsoft Office, Google Suite, Social Media)
 - 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 working with and/or desire to work with in the culinary industry
 - Experience creating content for social media, newsletters or similar formats
 - Experience with creating online systems and providing technical support
 - Flexibility, maturity and a sense of humor

- Equipment/resources you will provide to help Fellow conduct work:
 - Training as-needed to understand and complete the work
 - Weekly and as-needed check-ins.
 - Access to Zoom
 - CitySeed email address
 - Google Voice phone number

- Briefly describe the 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 has worked with Yale PPSF to coordinate our network of Farmers Markets and administer the SNAP Double Value Coupon program since 2017. 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.
