Proposal for Fellow working remotely for organization

- Organization: National Veterans Council for Legal Redress
- Full street address of organization: 245 Highland ST, New Haven, CT.06511
- Website: nvclr.org
- Name and title of person who will be the Fellow’s direct supervisor: Dr. Pamela Kelley
- Phone number and e-mail address of proposed direct supervisor: (203) 401-1255, pamela.monk.kelley@gmail.com
- Placement dates: June 1-August 13.
- Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone? Yes, the placement dates are flexible and yes, we are able to accommodate a different time zone.
- Proposed 37.5 hour per week work schedule: 30-37.5 hours
- Organization description:

  The National Veterans Council for Legal Redress (NVCLR), a New Haven-based 501(c)3, provides opportunities to veterans with less than honorable discharges. Before PTSD was widely understood, its physical manifestation was interpreted merely as bad behavior by the military. In addition to not receiving the medical treatment service members needed, the military discharged soldiers with "bad papers," often as a punishment. Furthermore, studies show that service members of color received disproportionate punishment within the military justice system—resembling the racialized inequities, which have led to the disproportionate criminalization of people of color in the civilian criminal system. The impact of a less than honorable discharge can follow a service member for their whole life.

  NVCLR works with veterans and the military to have their discharges upgraded so that they may receive benefits. In addition, NVCLR connects veterans to a host of opportunities, such as vocational support, medical and educational services, as well as meals, clothing, transportation, and affordable housing. Currently, NVCLR wishes to construct an accessible, energy-efficient, multi-family unit for low-income veterans in the City of New Haven. We are in the process of researching several different avenues of collaboration to support the project’s launch.

- Write a 1-2 sentence summary of the work that the Fellow would be conducting:
NVCLR is looking for interns who are adept at using and maximizing social media platforms to assist with a campaign to raise funds for our housing and legal projects. Additionally, interns will assist in searching for funding opportunities and grant writing. Interns work will be entirely remote. Interns should plan to attend 1 – 2 virtual meetings per week through virtual platforms such as Zoom, google meets, Microsoft team, with more regular communication directing work via email and telephone.

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

**Internship Descriptions**

**Internship Title: Residential Housing Specialist**

**SUMMARY**

**RESPONSIBILITIES:** Design and management of housing initiatives.

**QUALIFICATIONS:** Pursing a college degree human service, architecture or related discipline. Intern must have excellent written and verbal communication skills, be proficient in Microsoft Office, social media and communication platforms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Light administrative work (phone calling, filing, typing, report creating, faxing and emailing)
- Collect, process and transfer client data (including research questionnaires and research releases).
- Communicate with clients via phone, telecommunication and online
- Create social media accounts and post related to organization public announcements and initiatives.
- Follow up on registrations and email invites contacts for events
- Design and create floor plans for potential residential projects
- Contact partnering organizations to:
  - Follow up on client’s applications
  - Track client progress
- Connect clients to community resources
- Serves as a liaison to all funding agencies or organizations. (If needed)
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Work on special projects as needed

**COMPETENCIES:**

Qualified candidates should possess writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills. The candidate must be highly organized with
the ability to implement systems and follow-up processes, able to efficiently work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record customer service and willingness to work as part of a team, individually and learn new abilities.

To perform the job successfully, an individual should demonstrate some or all of the following competencies:

**Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Interpersonal skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Written communication** - Writes clearly and informatively, varies writing style to meet needs; presents numerical data efficiently; able to read and interpret written information.

**Job Title: Grant Writer Intern**

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**SUMMARY**

**GRANT WRITER RESPONSIBILITIES**: Developing relationships and collaborating with key stakeholders. ... Identifying grant funding opportunities. Writing, submitting and managing grant proposals.

**QUALIFICATIONS**: Pursing a college degree or have worked in related discipline with a minimum of 1 year of related experience and a proven track record in grant writing and program development. Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals. Positions open until filled. Resumes / applications are available online at [www.nvclr.org](http://www.nvclr.org) or email resumes and 3 references to....

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

- Researches and identifies new government, corporate, foundations and private funding prospects.
- Generates proposals and supporting documents in response to solicitations.
- Generates revenues for Client programs and services through timely submission of well-researched, well written and well-documented grant/ funding fundraising proposals.
- If required supervise other consultants hired by Clients for specific writing purposes.
- Maintains and implements funding calendar activities, including cultivation activities.
- Writes reports to government, corporate, foundations and other funders.
- Acts as liaison with program staff. (If needed)
- Identifies funding opportunities and new program areas to match client’s priorities, using research tools.
- Serves as a liaison to all funding agencies or organizations. (If needed)
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Special projects as needed.
COMPETENCIES:

Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to efficiently work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record and securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

To perform the job successfully, an individual should demonstrate some or all of the following competencies:

**Analytical**- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Interpersonal skills**- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Written communication**- Writes clearly and informatively, varies writing style to meet needs; presents numerical data efficiently; able to read and interpret written information.

**Job Title: Office Manager Intern**

**SUMMARY**

**OFFICE MANAGER JOB DUTIES:** Maintains office services by organizing office operations and procedures; preparing payroll; bookkeeping and accounting; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.

Office managers are responsible for keeping an office running smoothly and overseeing administrative support. The job can range widely in duties and responsibilities, from reception, copy editing and support, to handling a specific type of paperwork or filing for a specific department.

Our company is looking to an Office Manager to be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, and supervising our office staff to ensure maximum productivity. You will also be required to create presentations and produce management-level reports.

To be a successful hire, you will need to have prior experience in office administration. You will also need to be proficient in Microsoft Office applications such as Word and Excel. A Bachelor’s degree is required.

**Office Manager Responsibilities**

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our clients.
- Coordinating appointments and meetings and managing staff calendars and schedules.
Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.

- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence, and drafting new contracts.
- Creating presentations and other management-level reports.

**Office Manager Requirements:**

- Some college education or equivalent.
- Five years of experience in office administration
- Office management experience
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate some or all of the following competencies: Communication, Judgment, Problem Solving, Decision Making, Planning and Organization, Accuracy, Integrity and Adaptability.

**Advertising Manager Intern**

**Duties and responsibilities**

Advertising Managers perform many creative, planning and leadership tasks to ensure their company’s advertising efforts are effective. Common duties and responsibilities can include:

- Overseeing the design and content of an advertising campaign to ensure it meets the needs of the target audience
- Collaborating with clients or leadership to determine the goals of advertising projects and strategizing plans to meet those goals
- Running campaigns to introduce prospective customers to new product releases and build brand awareness
- Consistently managing and overseeing advertising campaigns to ensure they're engaging customers and bringing in results
- Analyzing results from each campaign to determine what was successful and what to improve for the next campaign
- Leading brainstorming sessions with team members to cultivate ideas for new advertising campaign concepts, including content and design elements
Event Planner/Fundraiser

Job summary

Our organization is looking for an energetic Event Planner to help enhance our visibility in the local community. The Event Planner will be responsible for assisting with the development of our local marketing strategy and planning successful events that advance the recognition of the company and the brand. The successful candidate will also be charged with discovering new opportunities within the community to establish a stronger bond with our target audience and increase local market share.

Event Planner responsibilities and duties

- Identify potential opportunities at the local level and create campaigns to capitalize on those opportunities
- Develop a network of event subcontractors that make planning each community event a simple process
- Manage all aspects of the event planning process, including collaboration with subcontractors, venue identification, menu development, printing and design of materials and budget tracking
- Collaborate with several departments within the company as well as local community groups
- Attend community functions to network and identify potential opportunities
- Create summary reports of each event outlining how data gathered from current community events can be used to develop successful future events

List specific skills/experience required for this work: See bullet point above

Equipment/resources you will provide to help Fellow conduct work: (1-877-822-1188) Toll Free Number, nvclrvets@gmail.com

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.

We have worked closely with Yale Legal Clinic and Yale Law School and won several class-action lawsuits.