

Yale University President's Public Service Fellowship Summer 2021

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 (*the supervisor must be available for Fellow to contact throughout the week*): ***Dr. Pamela Kelley***
- Phone number and e-mail address of proposed direct supervisor: ***(203) 401-1255, pamela.monk.kelley@gmail.com***
- Placement dates (*8-11 weeks between Tuesday, June 1 and Friday, August 13, 2021*): ***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 (*mission statement, population served. 150 words or less.*):

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 (50 words or less. This will be used as your organization's project description summary on the PPSF website, so be succinct):

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 Description

Residential Housing Specialist

SUMMARY

RESPONSIBILITIES: Design and management of housing initiatives.

QUALIFICATIONS: Pursuing 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
 - 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
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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 activity 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.

Internship Description

Grant Writer Intern

SUMMARY

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

QUALIFICATIONS: Pursuing 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.

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.
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- 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 activity 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.
