Yale University President’s Public Service Fellowship

Proposal for In-Person Fellowship Placement • Summer 2022

If conditions allow, PPSF will offer in-person fellowships in the summer of 2022. In the event that in-person summer placements are not approved by Yale University, prospective sites will be notified and asked to modify proposals to reflect remote work.

- Organization: Christian Community Action
- Organization’s street address: 168 Davenport Ave. New Haven 06519
- Website: ccahelping.org
- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis): Charmain Yun, Director of Administration and Planning
- Phone number and e-mail address of proposed direct supervisor (please note: during the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects): (203) 691-0307, cyun@ccahelping.org
- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022): June 6-August 5
- Are placement dates flexible? If so, please describe: Yes, can move a week later.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Mon-Friday, 9 am-5 pm (an hour lunch)

Placement Description

- Organization description (mission statement, population served. 150 words or less.): Christian Community Action’s (CCA’s) mission is to express faithful witness by providing help, housing, and hope to families in need in New Haven. We serve families in New Haven experiencing homelessness by providing apartment style emergency shelter (Hillside Family Shelter/HFS). We also provide other emergency needs such as food and diapers to people in the community. With our ARISE (Accessing Resources for Independence, Skill building and Employment) Center, we seek to go beyond emergency help and help families in our community be socially and economically stable on their journey to independence.
• Write a 1-2 sentence summary of the proposed work for a summer 2022 Fellow:

Our Summer 2022 Fellow would:

1. Assist our HFS and ARISE Center staff with helping residents and community members access child care and employment. He/She would offer support, do research, and explore resources.
2. Assist CCA in celebrating our 55th year anniversary.

• Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.)

1. With the New Haven rate of poverty being 31% and unemployment rate at 14% (datahaven.org), it is imperative that we assist people receiving CCA services in increasing their economic security. In 2020, even amid COVID, CCA staff provided employment services to 40% of our families and assisted 8 in gaining employment. This work is housed in our ARISE Center and is open to our HFS families and community members. People can access computers, copiers, fax machines and even our professional clothing closet.

The summer fellow would help people in HFS in their employment goals, regularly tracking employment progress, keeping notes and reporting out to our agency staff.

The summer fellow would welcome people who walk in to the doors of the ARISE Center and take basic information. He/she would be a welcoming and hospitable presence, demonstrating kindness and compassion. People would be assisted in all sorts of ways including resume building, job searches, and job applications.

If possible and desired, the summer fellow can organize workshops that relate to employment services, such as improving computer skills, online navigating, or personal advocacy.

Also, depending on the initiative and interest of the summer fellow, he/she can do research on the economic landscape of New Haven, and together with the understanding of our population, help identify resources, workshops and training opportunities that would help our families find living wage employment.

2. Our summer fellow would assist us in the preparation surrounding CCA’s 55th Year Anniversary celebration in the Fall of 2022. At this point (December 2021), the event (or series of events) has not yet been determined, but the summer fellow can assist us with providing the backdrop of the event. Possible activities could include putting together a story board that would display our 55 years, helping us with publicity and social media surrounding the event, or interviewing past employees and/or clients. Given the reach and depth of CCA’s history, interviewing others and finding stories from our archives will hopefully be a wonderful experience of learning the history of the community the summer fellow lives in.

• List specific skills/experience required for the project:
• Ability to work with diverse people in different situations, including those experiencing homelessness
• Computer skills including: Microsoft Word, Google Workspace
• Interpersonal and time management skills
• Consistency
• Research experience
• Collaborate with staff
• Comfort with answering phones
• Experience with research
• Willingness to design graphics/use graphic software

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):

The job would be based at 158 Davenport Ave., but at times, might require going from 158 Davenport Ave. to 660 Winchester Ave (our other location). A car would be helpful to get between these two sites although, other options include biking or use of public transportation.

• 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.

In the past, other Yale PPSF Fellows have helped with summer programming for children in our shelters. Throughout the year, CCA regularly benefits from Yale students offering time to join in our efforts, like distributing backpacks, being involved in our advocacy and cleaning the grounds. Most recently, about 15 Yale students helped us with our distribution of 1300 Thanksgiving baskets to the community.