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: New Haven Works
- Organization’s street address: 205 Whitney Avenue, Suite 106, New Haven, CT 06511
- Website: www.newhavenworkspipeline.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): Elias Estabrook, Staff and Program Manager
- 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) 562-9000 Ext. 119; Elias@newhavenworkspipeline.org.
- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022): Tuesday, May 31 to August 12, 2022
- Are placement dates flexible? If so, please describe: Yes, the dates are flexible, at the Fellow’s discretion.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Monday through Friday, 9 am – 5 pm (37.5 hours). Fellows can work on a somewhat flexible schedule on Monday through Friday (except for Tuesday evenings because of PPSF weekly obligation). As of November 2021, New Haven Works staff have the ability to work on a hybrid (remote and in-office) or fully remote schedule.

Placement Description

Organization description (mission statement, population served. 150 words or less.):

New Haven Works is a partnership between government, community, labor and the private sector to strengthen the middle class in New Haven. In 2013, major employers, unions, and elected city officials collaborated to create New Haven Works, a city-wide partnership to ensure that regional employers and businesses have access to a local talent pool and that qualified city residents have access to good jobs. New Haven Works seeks to: build a talent pool for regional businesses by recruiting, preparing, and screening City of New Haven residents for available jobs in growth occupations; collaborate on career pathways in construction, healthcare and educational services to meet employer demand for a skilled workforce; create access to regional jobs for city residents by collaborating with employers to ensure that local residents successfully navigate pathways to employment.
Write a 1-2 sentence summary of the proposed work for a summer 2022 Fellow:

The PPSF Fellow will provide program support to New Haven Works’ member recruitment, employer engagement, and member program documentation. Key deliverables will be recruitment of residents with STEM backgrounds, a community recruitment/informational event, and a luncheon for partner employers.

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.)

New Haven Works’ primary program is to place New Haven residents into jobs with regional employers. Our doors are open to anyone who is 18 or over, has a high school diploma or GED, and can prove local residency and work eligibility. By partnering with major employers and small businesses in South Central Connecticut, New Haven Works identifies job openings for its members, follows a mutually designed process of referring candidates to employers and ensures that all regional employers have access to qualified, pre-screened, and referred local applicants. New Haven Works utilizes Job Coaches who support candidates while they are on the job by ensuring that workers have transportation options, arranging for mentor support, and communicating with and receiving feedback from supervisors – all of which increases the likelihood of retention.

Since 2020, New Haven Works has partnered with the BioPath Initiative at Southern Connecticut State University (https://www.southernct.edu/stem/biopath) to facilitate career pathways for more New Haven residents into the STEM jobs with bioscience companies in the New Haven area. One of New Haven Works’ goals is to expand the number of enrolled members with backgrounds and career interests in STEM, and then help to ultimately place these members in bioscience jobs.

The Fellow will serve as a program assistant to the Staff & Program Manager and directly support the member services and other activities of the organization, including:

**Recruitment**
- Industry-specific recruitment of New Haven residents (with STEM backgrounds) to enroll as NHW members and receive support through Bioscience career pathways
- Help to coordinate an in-person recruitment event at the Dixwell Community Center (Q House)

**Employer Engagement**
- Help to coordinate an Employer Appreciation luncheon for existing and potential partners

**Member Services and Case Management**
- Assist with member program documentation, ensuring all documents are uploaded to new member files
- As needed and able, may provide technical assistance to members as they apply to job postings, research jobs, and undertake other job searching activities in the NHW computer lab

List specific skills/experience required for the project:
- Interest in urban community economic development strategies;
- Strong communication and collaborative skills;
● Detail oriented and reliable;
● Work independently and demonstrate initiative;
● Undergraduates or graduate students pursuing degrees in a STEM (Science, Technology, Engineering and Math) field preferred;
● Intermediate to advanced proficiency with Microsoft Excel and Google Sheets;
● Customer service and/or community engagement experience.

Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement): No car is required.

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 2020, our last Fellow, Kimberly Cruz assisted the organization with the reformulation of the member survey tool and delivery to improve customer service. Two key projects also included:

● Partner Employer Analysis – Evaluate trends, strengths, and areas of opportunity with current partner and participating employers; this will include developing an employer survey tool to be implemented by the end of the summer;
● Local employer analysis – Support our employer outreach strategy by conducting research on local and regional employers who do not yet participate with New Haven Works.

In 2016, Shancia Jarrett was assigned to New Haven Works. She was a tremendous asset as we launched our pilot season of our Construction Careers Pipeline. She also provided additional data support for the Yale jobs pipeline.