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: Sanctuary Kitchen by CitySeed
- Organization’s street address: 109 Legion Avenue, New Haven, CT 06519
- Website: http://sanctuarykitchen.org/ and http://cityseed.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): Quynh Tran, Sanctuary Kitchen, Program Director
- 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): 203.773.3736 x 2 – sanctuarykitchen@cityseed.org
- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022): May 31-August 12, 2022
- Are placement dates flexible? If so, please describe: Yes. Although we prefer 11 weeks, we can work with a different timeframe.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Exact hours are flexible from Monday-Friday with a preference for those who could work until 6:30 on curbside pickup dates (typically Wednesdays/Fridays)

Placement Description

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

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. Our social enterprise provides 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 proposed work for a summer 2022 Fellow:

Support the development, growth, and implementation of Sanctuary Kitchen programming through:
- 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
- Assisting 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. (Suggested length: one to two pages.)

The President’s Public Service Fellow will work under the supervision of the Managing Director and Sanctuary Kitchen Program Director, and 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 development and implementation of trainings in culinary skills, culinary ESL, job readiness, presentation skills, and public speaking skills
- Support the Program Director in identifying and developing job placement opportunities in the local food industry.

- List specific skills/experience required for the project:
  - Strong organizational, communication, and interpersonal skills
  - Computer skills (Microsoft Office, Google Suite, Zoom)
  - Strong verbal and written communication skills
  - Meticulous and detail oriented
- Positive attitude and willingness to take on projects
- Strong time management skills and ability to prioritize tasks
- Reliable, punctual, and professional
- Proven ability to be flexible and work in a fast-moving environment
- Ability to work both independently and as part of a team
- Experience with or enthusiasm for working with individuals from diverse backgrounds
- Experience with Constant Contact, Squarespace, Square Online desired
- Experience with creating online systems and providing technical support desired
- Experience working with and/or desire to work within the culinary industry desired

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

- 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.

Past Sanctuary Kitchen PPSF Fellows have supported the training program by assisting instructors in developing and implementing the training curricula; researching similar training programs; researching and conducting outreach to job placement partners; working with chefs to develop their storytelling and public speaking skills.

CitySeed has also 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.