

PPSF Coordinator

Yale University has been a part of the New Haven community for three centuries. The Yale University Office of New Haven Affairs (ONHA) provides a front door to Yale and its resources for the people and organizations of Greater New Haven. Working with other University departments and our neighbors in New Haven, ONHA spearheads Yale's partnerships to strengthen New Haven through fostering economic development, revitalizing neighborhoods, supporting public school and youth programs, and creating a vital downtown.

Reporting to the Director, candidate will be responsible for coordinating the [Yale President's Public Service Fellowship \(PPSF\) program](#), which is designed to provide opportunities for Yale students to work on behalf of economic development, human development and neighborhood revitalization with public sector and nonprofit organizations in the City of New Haven each summer.

Responsibilities will include:

- Managing PPSF orientation and training calendar
- Booking speakers and speaking locations
- Performing site visits
- Updating website and social media sites
- Creating weekly newsletters
- Tracking submission of PPSF surveys and reports
- Report writing, basic data analysis

Coordinator will also assist with Office of New Haven Affairs (ONHA) programming, events and activities, including:

- Creating content for newsletters, program profiles, event announcements
- Database management
- Event planning and coordination
- Website and social media management

Evening hours required during the summer. Up to 9 hours/week available during the academic year through 5/17/2024. Hours increase to 40/week between 5/21/2024 and 8/23/2024. Mandatory 40-hr work week from 5/21-5/24 (includes evening hours). Presence is also required for Tuesday evening Fellowship dinners between 5/28 and 8/6.

Students with PPSF Fellowship experience encouraged to apply. Program management, employee supervision, and community outreach experience preferred.

\$22/hr.

Send resume and cover letter to ppsf@yale.edu