

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	Friends Center for Children
<i>Full street address</i>	227 E Grand Ave. New Haven, CT 06513
<i>Website or link to social media page</i>	https://friendscenterforchildren.org

PPSF Fellow's direct supervisor

<i>Name</i>	Allyx Schiavone
<i>Title</i>	Executive Director
<i>Cell phone number</i>	203-675-7284
<i>E-mail address</i>	aschiavone@friendscenterforchildren.org

What is the best way for prospective student applicants to contact you with questions about your proposal?

- Send an e-mail with questions

or

- Send an e-mail to set up a 15-meeting phone call to discuss

Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)

Tuesday, May 28 - Friday, August 9, 2024

Are placement dates flexible? Are there any dates on which your Fellow must work?

Yes, however our preference would be for the Fellow to be available on all dates.
No, there are not any mandatory dates during this period

Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)

9:00 a.m. to 4:00 p.m.

If a hybrid schedule is offered at your site, please describe:

N/A we are not on a hybrid schedule.

Organization description

Founded in 2007, Friends Center for Children(FCfC) provides high-quality early childhood education and care to children from 3 months to kindergarten age. Guided by Quaker values of simplicity, peace, stewardship, equality, integrity, and stewardship, our curriculum values each child's unique pace and style of growth. Our mission is: educate children, empower families, inspire teachers, engage community, embrace diversity, embody equity.

At FCfC, embracing diversity is not just an abstract concept or idea, it is a principle we intentionally put into practice in all aspects of our program. Our commitment to racial, socio-economic and developmental diversity informs all aspects of our program, including admissions, financial aid, curriculum, policies and systems.

Friends Center is currently working on six key initiatives - Expansion, Teacher Housing, Literacy Access, Food Equity Delivered, Emotional Well-being Program Curriculum, and Teacher Leadership Program.

Write a 1-2 sentence summary of the work that the Fellow would be conducting.

Working with families, donors, and community partners, the YPF will assist with community relationships which includes; supporting all phases of event planning and execution, preparing committee meetings and materials, planning for media visits, attending management team meetings, supporting organizational leadership, and participating in community events.

Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

We would like the President's Public Service Fellow to learn about community relationships and how our work contributes to the economic development of the region. We are in the midst of an expansion from 2 locations to 4 and the work in this role is pivotal for our success.

Duties will include:

- Assisting with all aspects of events and activities – planning to execution
- Researching potential funders and grant opportunities
- Preparing information for board &/or committee meetings
- Assisting with preparation for media visits/interviews and with day of staffing
- Assisting with records clean-up in preparation for new fiscal year
- Accompanying Community Relationships Coordinator or member of Friend Center management team to represent organization for community events
- Meeting with and interfacing with members of the management team, Board, Parents and families

List any specific skills/experience required for the project

- People oriented
- Willing to learn
- Attention to detail
- Cultural sensitivity and ability to work with a diverse population
- Ability to work collaboratively and independently
- Strong written, oral communications skills
- Interest in research and data integrity
- Ability to maintain confidentiality as there is possible access to sensitive information
- Interest in learning management skills

Additional requirements

We require the following:

- A background check
- Fingerprinting
- TB test
- Proof of Covid-19 vaccination

These will need to be initiated prior to the start of Fellowship. More information regarding timing will be shared prior to start date.

Car is nice to have but is not 100% necessary

Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.

Friends Center has collaborated with the School of Management over the past three years. Working with the Social Impact Club who took a deep dive into our HR needs that resulted in our Board of Directors approving the hire of Friends Center's first Talent Associate, who joined our team in July 2021. In 2022, They worked on a financial model for our Teacher Housing Initiative and this past year, we collaborated with them again on the Food Equity Delivered Program. Most recently, we have partnered with the School of Architecture's Jim Vlock Building Project. The students in the program, under the direction of their professors, have built and designed the first of four new teacher homes as part of our free teacher housing initiative.

We have had a Yale Fellow for the past two years. In our first year, our Fellow worked in the classroom and the year before that, the Fellow worked directly with our executive director on the shared service program and helped with the planning of our mobile library.