



**TONI N. HARP**  
MAYOR

**RE-ENTRY DEPARTMENT**  
**PROJECT FRESH START**  
COMMUNITY SERVICES ADMINISTRATION  
**CITY OF NEW HAVEN**

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**DR. DAKIBU MULEY**  
COMMUNITY SERVICES  
ADMINISTRATOR

STUDENT INTERNSHIP

**About Project Fresh Start**

The City of New Haven's Reentry Department, Project Fresh Start facilitates the coordination of community partners, state agencies and other reentry stakeholders for the purpose of creating a citywide, strategic, and systematic delivery of resources that leads to reduced recidivism, increased employment and housing opportunities, access to continued education and the long-term self-sufficiency of returning citizens.

**Job Description**

The intern will provide administrative support for the Project Fresh Start office. In addition to typing, data inputting, filing documents, performs duties such as record keeping, outreach, scheduling, inventory and working on special projects. Also, supports staff to link clients to available resources within the community.

**Requirements**

Must be enrolled in an accredited undergraduate or graduate program. The student must be able to work a maximum of 19 hours per week. Moreover, the student must either gain school credit for the internship or be compensated through an external work/school program.

**Preferred Qualifications:**

- At least 3.0 GPA.
- An understanding of the complexities of working with the re-entry population.
- Proficient with Microsoft office applications.
- Requires good interpersonal skills and the ability to deal effectively with the public.

**How to apply:**

Send cover letter and resume to [csosalombardo@newhavenct.gov](mailto:csosalombardo@newhavenct.gov)