



OBJECTIVE

To strengthen communities and organizations through strategic capacity building, sustainable development and growth, and personnel management that brings out the best in everyone.

KEY QUALIFICATIONS

- Successful strategic planning and implementation
- Develop community partnerships
- Coordination of trainings and events
- Legislative & media outreach & coordination
- Skilled mediator with over 40 hours of mediation training
- 40 Hour Non-violent communication training
- Proficiency in Spanish

EDUCATION

Portland State University (Spring 2013)

Masters in Public Administration; Nonprofit Management specialization

The Evergreen State College 2005

Bachelor of Arts, Liberal Arts; Emphasis in Humanities and Communication

RELEVANT EXPERIENCE

Association of Fundraising Professionals–Portland State University Collegiate Chapter (AFP-PSU)

VP of Communications (Volunteer Position) • April 2012-Current

Develop and promote communications tools, strategies, and messages for AFP-PSU to strengthen and support chapter activity, member participation, and organizational reach and impact.

- Develop a communications plan and messaging in line with strategic plan and needs assessment
- Coordinate member, community partner, and stakeholder communication
- Design and implement a website; involve members in UX/UI analysis to ensure website is in line with strategic plan and needs assessment
- Manage and promote social media presence in line with strategic plan

Girl Scouts of Oregon and Southwest Washington

Program Specialist • 2010-2012

Strengthened and grew programs to meet the needs and interests of girls, families and communities through development of community partnerships. Cultivated a cooperative, collaborative work environment in a newly merged organization. Implemented national Girl Scouts USA strategic goals and priorities resulting in over 100% increase in program participation.

- Developed marketing strategies, tools, resources, and opportunities for travel programs
- Identified critical issues for travel programs through stakeholder engagement and data analysis
- Cultivated collaboration and cooperation between regions experiencing conflict
- Identified and developed regional program partners to establish programming aligned with national goals and priorities
- Managed program and event budgets

OMSI Evaluation and Visitor Studies

Volunteer Coordinator (Internship Position) • January - June 2010

Helped OMSI's ongoing WAVES project reach beyond already excellent data collection and analysis to achieve excellent volunteer and visitor participation through improved personnel coordination and project management.

- Recruit, screen, train, supervise and appreciate volunteers
- Develop volunteers management systems and policies
- Managed and entered data and compiled reports for analysis

Rose City Roller Girls

Volunteer Coordinator (Volunteer Position) • 2009-2010

Supported and encouraged an organizational culture and perception shift in how volunteers were viewed, interacted with, and utilized to meet organizational goals. Built formal volunteer management systems and procedures to increase capacity and meet organizational need. Cultivated organizational support and buy-in for volunteer management systems and provided educational opportunities to ensure organization-wide implementation of volunteer systems.

- Assessed and prioritized organizational volunteer needs
- Recruited, screened, trained, and supported volunteers
- Developed an effective volunteer database and tracking system
- Managed volunteer systems and developed effective volunteer policies and procedures
- Planned volunteer appreciation events

Washington Reading Corps AmeriCorps program

Team Coordinator for Community Youth Services • 2006-2009

Served as coordinator, mentor, coach, and cheerleader to a diverse AmeriCorps team working in elementary schools. Helped members achieve personal and professional goals. Worked with elementary schools partners to ensure the right members were placed in schools and school needs were being met.

Member Development and Support

- Planned and implemented orientation, training, team building activities and appreciation events
- Conducted two annual site visits to evaluate whether grant obligations were being met
- Provided mediation to resolve conflicts between members

Program Development and Management

- Conducted legislative and media outreach and coordination
- Created and maintained a program blog as part of a social networking outreach plan
- Collaborated with AmeriCorps teams and organizations to meet state and federal goals
- Recruited, interviewed and hired a team of 56 members annually
- Assisted with program budget planning and management

TECHNICAL SKILLS

PC & Apple; Microsoft Office Suite, Volunteer Tracking software and applications, Photoshop, social media, Access, website content management

REFERENCES