

# Erica Lauer Vose

ELV

Creative, collaborative, passionate, driven.

2733 SE Taylor St. Portland, Oregon 97214 | 503.432.1718 | elauervose@gmail.com | elauervose.github.io

## Skills

- Marketing
- Communications
- Strategic Planning
- Program Development
- Community Outreach
- Personnel Management
- Conflict Mediation
- Education & Training
- Tech Culture
- HTML & various CMS
- Adobe Creative Suite
- Microsoft Office Suite

## Professional Experience

### Director, Portland Code School

December 2012 – July 2013

Built a successful start-up vocational school program designed to educate students to become web developers.

- Developed the Portland Code School into a leading educational source for web development skills.
- Networked with leading edge tech companies seeking to hire skilled and well-rounded programmers.
- Partnered with community groups and organizations to provide resources to the wider Portland community.
- Developed and implemented marketing and communications strategies to grow the Portland Code School

### Program Specialist, GSOSW

2010 - 2012

Developed community partnerships to strengthen and grow programs that met the needs and interests of girls, families and communities.

- Identified strategic program issues through stakeholder engagement and evaluation data analysis
- Developed marketing strategies, tools, resources, and opportunities for travel programs
- Implemented national GSUSA strategic goals and priorities resulting in over 100% increase in program participation.

### Program Coordinator, WRC

2006 - 2009

Coordinated a diverse 50-person AmeriCorps team working in over 10 different elementary schools across the state of Washington.

- Recruited, interviewed and hired a team of 50 members annually
- Planned and implemented member orientation, training, and team building activities
- Coached, mentored, and supported members to achieve personal and professional goals
- Managed federal and state grant recipients reporting & implementation to ensure requirements were met
- Read and scored federal and state grant applications

### First Aid & CPR Trainer, American Red Cross

2005 - 2010

Conducted CPR and First Aid trainings for community partners and employers in Olympia, WA

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The logo consists of the letters 'ELV' in a white, sans-serif font, centered within an orange square.

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## Volunteer Experience

### Communications Chair, AFP-PSU Chapter 2012 - 2013

Developed and managed a communications plan for the chapter. Designed and implemented a website through a collaborative user group analysis and testing process. See: <http://afppsu.drupalgardens.com/>

### Volunteer Coordinator, Rose City Rollers 2009 - 2010

Built formal volunteer management systems and procedures to increase capacity and meet organizational need.

- 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

### OMSI Evaluation Coordinator January - August 2010

Coordinated volunteers for OMSI's ongoing WAVES project to conduct data collection and analysis for improved volunteer and visitor participation.

### Board Member, Bigelow House Museum, Olympia, WA 2005 - 2007

Served as a member of the board to an important and long-standing historical community resource.

### Shelter Coordinator, Bethlehem Farm August 2001 - August 2002

Managed community shelter daily functions and conducted community outreach and partnership building activities.

## Education

### Portland State University, 2013

Masters in Public Administration; Nonprofit Management specialization

### The Evergreen State College, 2005

Bachelor of Arts, Liberal Arts; Emphasis in Cultural Studies and Humanities

## Masters Level Academic Projects

### Strategic Planning, Oregon State Service Commission 2012-2013

Developed a strategic plan to achieve goals set by the Oregon State Service Commission for the federal grant administration organization, Oregon Volunteers

### Evaluation, Vancouver Housing Authority 2012-2013

Developed an evaluation plan using VHA strategic goals. Created evaluation and data tracking tools & educated staff to implement evaluation plan using these tools.

### Fundraising, Chess for Success January – May 2013

Coordinated the annual fundraising auction "A Knight to Remember" to develop messaging, publications, and communications and marketing tools and materials.