

ROBERT SMITH

Community Engagement Specialist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Educator and Administrator with an extensive record of team building and leadership, successful programming, working with a volunteer board, integrating technology, and managing complex relationships in a political landscape. Result oriented and decisive non-profit leader with areas of expertise in Budget management Social media/ website creation Educational Administration, Teaching Microsoft Office Staff management Public speaking and writing Non-Profit leadership Marketing, graphic design.

SKILLS

Bilingual Spanish, Excelente Customer Service Experience, Organize, Problem Solving, Microsoft Office, Excel, PowerPoint, Publisher.

WORK EXPERIENCE

Community Engagement Specialist

Jewish Federation Of Greater Philadelphia - January 2014 – May 2020

- Assumed primary responsibility for enhancing the relationships between the Federation and its various neighborhoods.
- Engaged the various constituencies such as synagogues, community organizations, day and synagogue schools in creating collaborative synergies.
- Developed leadership among paid coordinators and neighborhood representatives to enhance the impact and effectiveness of Neighborhood activities.
- Anticipated and cultivated the Neighborhoods Initiatives growth.
- Developed a governance mechanism for the Initiative to address issues such as mission, evaluation, staffing, and structure.
- Led Federation as the subject matter expert on community engagement, planning, and managing the Neighborhoods Initiative.
- Created and implemented optimal recruitment strategies for a girl and adult membership growth in targeted areas by researching market data, membership.

Community Engagement Specialist

Delta Corporation - 2012 – 2014

- Participated in writing proposals for community enhancement grants Implemented new initiatives for established community services Completed .
- Advocate for and assist clients in obtaining needed services + Assist consumers in maintaining eligibility for applicable programs, monitoring .
- Community outreach (increasing community participation of targeted demographic) Assistance in Grant writing Assisted clients with social service .
- food stamps, healthcare) Organized cross agencies collaborative effort Assisted in seeking services for homeless clients Assisted undocumented and .

- Taught the youth of the Chicago area STEM programs, Healthy Living, and Anti-Bullying -Facilitator to Depke Juvenile Detention Center -Support full .
- Creates and implements optimal recruitment strategies for girl and adult membership growth in targeted areas by researching market data, membership.
- Seeks opportunities and establishes professional relationships with community organizations, corporations, schools and educators, and faith-based .

SCHOLASTICS

- Master of Arts in Hebrew Letters - (Reconstructionist Rabbinical College - Wyncote, PA)