

## JOSEPH/INE NON-PROFIT ADMINISTRATOR

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**Objective:** Position in Non-Profit Management contributing to organizational growth and effectiveness.

### **Summary of Qualifications**

- ◆ 12 years experience in staff management, volunteer recruitment, public speaking.
- ◆ Expertise in maximizing sparse financial resources to exceed expectations.
- ◆ Dynamic leader with ability to call forth and nurture leadership ability of others.
- ◆ Strong track record in initiating and implementing viable programs that serve diverse constituencies and become integral part of organizational structure.
- ◆ Grassroots organizer who partners effectively with affiliated organizations in building strong alliances that revitalize communities.
- ◆ Master of Arts, Theology, 1999, Graduate Theological Union, Berkeley, CA; wrote thesis on Ethics and Public Policy.

### **Highlights of Accomplishments**

#### *Program Development*

- Developed and implemented comprehensive adult religious education program in large, multi-ethnic urban parish of over 1200 families.
- ◆ Established summer weekend retreat program for working adults, enabling 150 inner city dwellers annually to enjoy spiritual renewal in rural setting.
- ◆ Founded middle school service learning program placing 100 students annually in over 25 different social service organizations.

#### *Volunteer Management*

- Recruited and trained over 75 volunteer parish leaders annually in social outreach, worship, and religious education for children. Created teams and linked leaders to resources for ongoing support and development.
- Designed innovative family approach to education in middle school in low-income neighborhood; increased volunteer involvement of parents in school activities by over 35% in three-year period.
- Recruited volunteers to teach English as a Second Language and computer skills to parents in largely immigrant urban school.

#### *Grassroots Organizing*

- Built coalition of religious leaders, educators and business leaders to establish summer employment program, placing over 25 teens annually in summer internships.
- Identified leaders in three different ethnic groups and facilitated monthly caucuses to alleviate ethnic tensions and address common concerns including housing and crime.
- Reached out to local artist community in developing summer music, dance and drama program for elementary school children in urban neighborhood.

## **Professional History**

Pastoral Associate, Saint Monica Parish, Anytown, CA, 19xx-20xx

- Co-pastored this largely Latino, Southeast Asian, and African American urban parish of over 900 families; nurtured constructive rapport with community organizations.
- Assisted Pastoral Council in navigating budget crisis and averting parish closure, establishing sound fiscal five-year plan.
- Over ten year period, supervised several ministries including worship, religious education, and social outreach; left legacy of competent, trained community leaders and well-functioning teams.

Campus Minister/Religion Teacher, Some Middle School, Somewhere, CA, 19xx-20xx

- Trained student teams to lead peers in worship, social events, and community service.
- Taught Religion to students of diverse faith traditions.
- Wrote \$5,000 grant to establish innovative program of family approach to education, enlisting greater parental involvement in children's learning while also addressing parents' educational needs.

## **Education**

Master of Arts in Theology, Graduate Theological Union, Berkeley, CA, 19xx.

Concentration in Ethics.

Bachelor of Arts, Double major in Sociology and Spanish, Gonzaga University, Spokane, WA 19xx

Semester Abroad, Mexico, 19xx

## **Languages**

Fluent Spanish, Beginning Vietnamese

## **Technical Skills**

MS Word, Excel; proficiency in learning new applications as needed.