

**Application for Appointment**

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**Profile****Which Boards would you like to apply for?**

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Library Board: Submitted

Mrs. Suzanne Jefferson  
Prefix First Name Last Name Suffix

[REDACTED]  
Email Address

[REDACTED]  
Home Address

Suite or Apt

Oregon City

City

OR

State

97045

Postal Code

Mobile: [REDACTED]

Primary Phone

Home: [REDACTED]

Alternate Phone

6 years

How long have you lived in Oregon City?

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**Work Experience**

Virginia Garcia Memorial Health Center

Employer

Grants Officer

Job Title

3 years

How long have you worked for this company?

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**Work Address and Phone Number**

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**Work Experience**

Virginia Garcia Memorial Health Center and Foundation - Grants Officer Develops and issues 90 grant proposals per year; monitors restricted fund expenditures and grant-funded activity; helps support financial sustainability of the agency Oregon School-Based Health Alliance - Member Services Program Manager Designed, implemented, and evaluated youth programs that increased the capacity of school-based health centers; worked alongside adolescents to design initiatives in statewide youth marketing, recruitment, engagement, and community organizing St. Paul Ramsey County Public Health - Assistant for Evaluation and Program Planning for Youth Development Developed a county-wide training for 1,000 adult and teen mentors in teen pregnancy prevention; developed and implemented youth surveys that were distributed to over 800 high school students in the county; analyzed and reported findings to the public health department to inform county-level training and resources and incorporate youth voice Camp Fire USA - Program Outcomes Manager Recruited, hired, trained, and supported K-12 youth workers in 25+ affordable housing communities across a large and diverse geographic metropolitan area

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## Education

**Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed.**

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University of Minnesota, School of Public Health - Master's in Public Health (MPH); emphasis in Community Health Promotion with a focus on adolescent health Lewis and Clark College, B.A., Double Major in Sociology and German Studies

B.A., MPH

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Degrees

LEAN Certified

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Certifications

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## Community Involvement

**Describe volunteer activity within this or other communities**

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Minnesota Public Health Association, Board Member, 2012-2013 Recruited graduate students to become members of the Minnesota Public Health Association; provided a graduate student perspective for MPHA initiatives, messaging, and priorities; organized networking events for public health professionals

**Do you presently serve on a City board or committee?**

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☐ Yes ☒ No

**If yes, which board or committee?**

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## Interest Statement

**Explain your interest in this board/committee and why you think its issues are important**

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I am interested in becoming a member of the library board, because I am excited to serve as a powerful advocate for the Oregon City Public Library. As a resident of unincorporated Oregon City, I am dedicated to upholding the vision and mission of the library, setting policy that governs the library, supporting the library director, and fortifying administrative infrastructure. Upon reviewing the Oregon City Public Library Strategic Plan 2019-2024, I was particularly interested in the library's aim to focus resources anew by partnering with community organizations to identify and improve library services to underprivileged youth, as well as getting to know library users through implementing a needs assessment. I believe library board members have the capacity to strengthen the services available in our public libraries. My strengths include my experience as resident of unincorporated Oregon City, my commitment to the rights of citizens to information, and my willingness to continually improve services that help promote literacy and learning, celebrate curiosity and diversity, and support transformation in thriving, safe, and inclusive spaces.

**List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee**

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I am currently employed as a Grants Officer for the Virginia Garcia Memorial Health Center, a Federally Qualified Health Center that serves over 47,000 patients across Washington and Yamhill counties. In my role, I am frequently developing grant applications, as well as managing grant agreements as grant applications develop into funded awards. This experience has yielded my strong skill-set in preparing financial budgets and developing processes that help support the financial sustainability of a \$70 million general operating budget. Additionally, I work in close collaboration with the CEO, CFO, and COO to develop short and long-term fundraising and development goals, in alignment with the strategic priorities of the organization. My Master's in Public Health, with an emphasis in Community Health Promotion, yielded my skills in fostering public knowledge and support for public services that benefit the community, as well as promoting and advocating on behalf of these services. Lastly, as a resident of unincorporated Oregon City, I feel I could bring a valuable lens to the library board. I am in a biracial marriage and my husband is quadriplegic – experiences that, I believe, will help represent some of the diverse interests of Oregon City library users.

**Additional information**

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**Resume**

[Suzanne C Jefferson -  
\\_Resume\\_2019\\_Library.docx](#)

Upload a Resume

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**Information**

Membership on City advisory boards, committees and commissions are open to all interested citizens subject to the qualifications determined by each individual committee, board and commission as necessary for the conduct of its business. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, family status, status as a Vietnam-era or special disabled veteran, or membership in any other group protected by law in accordance with applicable federal, state and local laws. The City of Oregon City encourages participation in its affairs by all people, especially those who are represented in public involvement.

***The information requested herein becomes public record upon submittal. A written request to not disclose certain information may be submitted to the City Recorder's Office for consideration.***

**Please Agree with the Following Statements**

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**I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my employment, education and qualifications for appointment. I also authorize you to request and receive such information. In consideration for my appointment, I agree to abide by Federal and State law along with the rules and regulations of the City.**

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☒ **I Agree \***

**Suzanne C. Jefferson**

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BY TYPING YOUR NAME BELOW YOU ARE  
AGREEING ALL THE INFORMATION PROVIDED  
WITHIN THIS APPLICATION IS TRUE.

## **PROFESSIONAL EXPERIENCE**

**Virginia Garcia Memorial Health Center and Foundation**, Hillsboro, OR 2016-Present  
*Grants Officer*

- Collaborates with clinical staff, billing, and finance departments to issue 90+ grant proposals per year
- Develops grant revenue projections, proposal calendars and timelines
- Monitors restricted fund expenditures and grant-funded activity; ensures compliance with terms and conditions of grant awards
- Serves as an institutional resource on grant compliance; provides technical assistance to clinical staff for their awards; LEAN green certified in process improvement

**Oregon School-Based Health Alliance**, Portland, OR 2013 –2016  
*Member Services Program Manager*

- Managed an adolescent sexual health grant program; developed RFP guidelines, drafted internal procedures and policies, provided training/technical assistance to grantees, monitored and evaluated grantee progress
- Designed, implemented, and evaluated youth programs that increased capacity of school-based health centers
- Worked alongside the Statewide Youth Action Council to identify and design initiatives in state wide youth marketing, recruitment, engagement, and community organizing activities

**Saint Paul Ramsey County Public Health**, St. Paul, MN 2012- 2013  
*Assistant for Program and Evaluation Planning in Youth Development and Prevention*

- Collaborated with the Minnesota Department of Health to develop a county-wide training for 1,000 adult and youth mentors in the field of teen pregnancy and STI prevention
- Designed youth surveys; analyzed 800+ surveys; tracked and compiled data to inform development of county-level training and resources to include youth voice

**Camp Fire USA Minnesota Council**, Minneapolis, MN 2007- 2011  
*Program Outcomes Manager*

- Recruited, hired, and trained youth workers in K-12 youth development programs across 25+ affordable housing communities across the St. Paul/Minneapolis Metropolitan Area
- Developed and implemented 40+ professional youth development trainings
- Formulated and reported on grants; facilitated grant implementation and management
- Developed curriculum and managed numerous organizational projects

## **EDUCATION**

**Master of Public Health**, Community Health Promotion May 2013  
University of Minnesota, School of Public Health, Minneapolis, MN

**Bachelor of Arts**, Sociology and German Studies May 2006  
Lewis and Clark College, Portland, OR

## **VOLUNTEER OPPORTUNITIES**

**Minnesota Public Health Association**, St. Paul, MN 2012-2013  
*Board Member*

- Recruited graduate students to become members of the Minnesota Public Health Association
- Provided a graduate student perspective for MPHA initiatives, messaging, and priorities
- Organized networking events for public health professionals