

Application for Appointment

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

Library Board: Submitted

<hr/>	<hr/>	<hr/>	<hr/>
Prefix	First Name	Last Name	Suffix

<hr/>
Email Address

<hr/>	<hr/>
Home Address	Suite or Apt

<hr/>	<hr/>	<hr/>
Oregon City	OR	97045
City	State	Postal Code

<hr/>	<hr/>
Mobile: Primary Phone	Home: Alternate Phone

How long have you lived in Oregon City?

6 years

Work Experience

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Virginia Garcia Memorial Foundation	Grants Officer
Employer	Job Title

How long have you worked for this company?

3.5 years

Work Address and Phone Number

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Aloha, OR 97007	

Work Experience

Virginia Garcia Memorial Health Center and Foundation - Grants Officer Develop and issue 90 grant proposals per year; monitor restricted fund expenditures and grant-funded activity; 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; analyze and report findings to the public health department to inform development of county-level training and resources and incorporate youth voice in programming Camp Fire USA - Program Outcomes Manager Became an expert in recruiting, hiring, training and supporting K-12 youth workers in affordable housing communities across a large and diverse geographic area

Education

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

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 - Bachelor of Arts in Sociology and German Studies

Degrees

MPH, BA

Certifications

Community Involvement

Describe volunteer activity within this or other communities

I have served as a volunteer on the Library Board for the last four months.

Do you presently serve on a City board or committee?

☒ Yes ☐ No

If yes, which board or committee?

I serve on the Library Board.

Interest Statement

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

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

I am currently employed as a Grants Officer for the Virginia Garcia Memorial Health Center, a Federally Qualified Health Center that serves over 48,500 patients across Washington and Yamhill counties. In my role, I frequently develop grant applications, as well as managing grant agreements and 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 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

Resume

[Suzanne C. Jefferson -
Resume 2019 V4.pdf](#)

Upload a Resume

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

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.

☒ I Agree *

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

Suzanne C Jefferson

PROFESSIONAL EXPERIENCE

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

- Collaborates with clinical staff, finance and executive leadership to issue 90+ grant proposals per year
- Develops grant revenue projections, proposal calendars and timelines
- Monitors restricted fund expenditures and activity; ensures compliance with contracts and awards
- LEAN Green Belt certified in process improvement and project management

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

- Managed an adolescent sexual health grant program; developed RFP guidelines, policies, and procedures; provided technical assistance to grantees
- Designed, implemented and evaluated youth programs that increased capacity at school-based health centers
- Worked alongside the Statewide Youth Action Council to develop initiatives in youth marketing, engagement, advocacy, and community organizing

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

- Developed a county-wide training for 1,000 adult and youth mentors in teen pregnancy and STI prevention
- Designed and analyzed 800+ youth surveys to inform county-level resources to include youth voice

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

- Hired and trained youth workers in K-12 after-school programs in 25+ affordable housing communities
- Developed and implemented 40+ professional youth development trainings
- Facilitated grant implementation and management; completed grant evaluation and reporting
- Designed curriculum; managed the Club to Camp Outreach Program to engage diverse youth and families in summer camp activities

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 AND LEADERSHIP DEVELOPMENT

Oregon City Public Library, Oregon City, OR 2019 - Present
Library Board Member

- Advise the City Commission on library policies and practices, represent interests of library users, foster public knowledge and support of the library, and assist in the long-term development of services and facilities

School-Based Health Alliance, Washington, D.C. 2015-2016
National Leadership Fellow

- Participated in a national leadership development program that fostered a robust network of emerging school-based health care leaders