

July 20, 2005

Dear EC NANDC Board Members:

Below are reasons why I hope you will consider reappointing me as USC's representative to the EC NANDC governing board:

- I will be able to continue contributing to the growth of the neighborhood council movement, helping stakeholders realize the potential of a city-wide neighborhood council system and its consequent ability to increase civic engagement in our communities;
- I wish to serve on the EC NANDC Youth Committee and am committed to bringing the same high level of energy to that committee as I did to the EC NANDC Outreach Committee;
- As a staff member of USC Civic and Community Relations, I am responsible for the USC Family of Schools initiative. Because of that, I believe there's an opportunity for creating synergies that benefit children who attend these schools, as well as other schools within EC NANDC boundaries;
- I am eager to serve and work with children, youth and young adults on issues that they identify as important to them;
- I can continue opening up the community's access to beneficial USC resources;
- I will be able to continue identifying ways that USC students – who are a significant portion of the stakeholder population – can become more positively involved in the life of the community;
- USC is the largest employer in the City of Los Angeles and a major stakeholder within EC NANDC's boundaries;
- Appointing a USC representative to EC NANDC's governing board opens up a line of communication between the council and the university that would otherwise be absent.

As a final note: I will, of course, continue doing all of the above even if I am not reappointed to the governing board.

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Stakeholder status: Employed by the University of Southern California as Director of Community Outreach, Civic and Community Relations, 2801 S. Hoover Street, Los Angeles 90089
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Job Summary

Responsible for:

- Building partnerships between the university and the community; partnerships to focus on education, public safety, community building, economic development and housing
- Maintaining, nurturing and evaluating existing university-community partnerships
- Initiating and facilitating programs that help USC students, faculty and staff engage with the community
- Serving as a resource to USC faculty, staff and students
- Supervising Manual Arts Initiative
- Serving as one of the two directors of community outreach for the USC University Park Campus

Position Specific Job Accountabilities

Responsible for:

- Serving as USC's representative on the Empowerment Congress North Area Neighborhood Development Council (NANDC) governing board of directors Building the NANDC as a vehicle that addresses community building and civic engagement
- Serving on the USC School for Early Childhood Education Policy Council
- Serving as a liaison to USC Family of Schools
- Serving as a communications conduit with the ethnic media
- Serving as a resource on the Good Neighbors Campaign
- Chairing the Community Based Learning Collaborative, a university-wide body that includes representation from USC schools and departments, student organizations and area nonprofits and faith-based organizations
- Overseeing the administrative and other responsibilities associated with the building and maintenance of the Community Based Learning Collaborative
- Supervising the Manual Arts Resource Coordinator, a USC employee based at Manual Arts High School
- Serving the University community – students, faculty and staff – who seek volunteer or service-learning opportunities at area schools/community-based organizations and/or faith-based organizations
- Serving as a resource to the USC Community Advisory Council and other university bodies on an as requested basis

Job Qualifications

- Strong written and oral communication skills
- Strong organizational skills
- Ability to multi-task
- Strong critical thinking skills
- Strong interpersonal skills
- Experience in community building and/or community organizing
- Strong interest in working with a diverse group of stakeholders
- Ability to identify key issues that affect and/or interest stakeholders
- Strong research and documentation skills

Education

- B.S. Arizona State University, Speech Communication