

Application Form

Profile

Jennifer _____ D _____ Early _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Richmond _____ CA _____ 94804 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

B.A. Africana Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

First 5 - Contra Costa Children and Families Commission: Submitted
Family & Children's Trust Committee: Submitted
Mental Health Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in serving as a board member because I believe in the spirit of our youth and families and the heights in which they can achieve when given the necessary tools and resources. Richmond is the City of Pride and Purpose and I hope as a Richmond native/resident I will be able to serve with passion, tenacity and pride. As an educator I have a background in mental health and trauma. I also have personal experiences in supporting my own family members through moments of mental health crisis. Through these experiences I have become more of an advocate around issues pertaining to mental health, mental illness and overall wellness.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Contra Costa Suicide Prevention Committee

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have a history in working with youth and families in both mental health and education. I have served on the Coordination of Services Team which aims at providing youth with mental health resources and services. I currently participate in the Contra Costa Suicide Prevention Committee and I am currently in the process of receiving my certificate of Social Work and Human Services from Berkeley City College.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Jennifer Early

██████████, Richmond, CA 94804 | ██████████ | ██████████

Objective

My current objective is to enter into new and dynamic spaces that are exciting, challenging, rewarding, and closely aligned to the ideas of growth, responsibility, and accountability.

Experience

Oakland Unified School District- Castlemont High School

College and Career Readiness Specialist

October 2017- Present

- Monitored and managed campus pre-college and college advising programming
- Supported work-based learning pathway activities
- Arranged college field-trip, College Rep visits and presentations
- Acted as the student adviser for the Peer Forward College Summit program on campus
- Provided 1 on 1 and group college and career advising
- Planned, developed and implemented appropriate activities and services within a college and career center such as college and career speakers, career days, college fairs, special events and field trips.
- Reviewed transcripts for A-G completion, supported financial aid and scholarship application completion
- Leveraged partnerships with community based organizations aimed at college readiness, colleges (private, HBCU, community, local, and ivy league) to provide additional services to students.
- Supported student acquisition of internships and service work opportunities
- Managed the implementation on the Oakland Promise Scholarship at the school level
- Planned and coordinated student celebrations such as: College Signing Day, Scholarship Breakfast and Awards Ceremony, Financial Aid Nights and Campaigns
- Provided application assistance around EOP, Personal Insight Questions, and Personal Statements, Homeless and Foster services, and College Matching
- Collaborated with teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provided college and career information through classroom presentations and workshops to students, parents and staff and served as a resource regarding career and college readiness information

University of California, Irvine

Comprehensive Review Reader/Admissions Evaluator

Nov 2018-Feb 2019

- Performed comprehensive review and evaluation of a high volume of freshmen applications for undergraduate admissions.
- Consulted with experienced level staff when reviewing more complex applicants.
- Used University of California holistic evaluation methods and UC Irvine admissions standards and guidelines to make a comprehensive assessment of each applicant.

- Participated in required trainings, webinars, and online assessments.

Student Attendance Compliance Officer

August 2015- June 2017

- Provided proactive assistance to school site personnel, parents, and community members in the areas of attendance, early intervention and support.
- Formatted, processed, and distributed student achievement certificates (student of the month, honor roll, etc.).
- Wrote and sent out donation requests for school and community events.
- Supported the planning and management of school and community events through the School Culture and Climate Team.
- Implemented State rules and regulations relating to compulsory school attendance.
- Maintained positive relationships with students, parents, staff, and community; communicated with students and staff to provide and receive information regarding activities.
- Served as a referral agent to community-based organizations and government agencies.
- Oversaw daily operations of student attendance programs; plan, coordinate, implement, and assign duties to participants; train and review work; conduct in-service training and other meetings.
- Provided School site management and support of the Alameda County Student Transit Pass Pilot Program and Safe Routes to School Program
- Attended meetings; confer with families to discuss student progress; assist in identifying resources for parent education, counseling and truancy reduction programs.
- Interpreted materials and school and District policies, programs and activities for parents, school personnel, students, and others as requested.

AmeriCorps VISTA/OUSD Attendance Project

August 2014-August 2015

- Conducted and inputted training evaluations and survey data.
- Assisted with OUSD Community Outreach, Campaigns and Initiatives at School Sites: Lights on Afterschool, Shu the Flu, OUSD Back to School.
- Performed data analysis on back to school rates, truancy, and chronic absences.
- Assisted with school inquiries.
- Researched and monitored national mentoring programs, best practices, trends, and issues.
- Leveraged relationships with community partners, families, and students.
- Developed promotional materials for Attendance Discipline Student Support(ADSS) Team and School sites.
- Handled general office duties, providing support for ADSS Coordinator and Staff.
- Developed an OUSD implementation plan and proposal for a Success Mentors Program.
- Served on the Student Attendance Review Board(SARB) twice a week.

AmeriCorps State- Building Healthy Communities/Youth

School Site Mentor

August 2013-July 2014

- Planned structured and meaningful mentor activities (grades 9-12).
- Implemented one-on-one and small group mentoring.
- Attended regular mentor training provided by program.

- Reported weekly on mentee contact logs and other appropriate logs.
- Underwent mandatory CPS reporting training and CPR/AED verification.
- Created and managed a schedule to ensure all mentees received appropriate hours.
- Recruited and coordinated community volunteers.
- Planned, implemented, and reported on mandatory service day activities geared towards strengthening the East Oakland community and promoting AmeriCorps identity.
- Planned and implemented recruitment activities and strategies geared towards target student population.
- Attended student field trips and meetings.
- Maintained daily contact with mentees, parents, other service providers, teachers, counselors, and support services related to student success and outcome.
- Initiated student referrals, SST meetings, parent meetings, IEP's, as well as academic, attendance, and disciplinary interventions.
- Participated in monthly collaborative meetings.
- Participated, initiated, and referred students into conflict mediation.

Education

San Francisco State University

B.A. Africana Studies

August 2011-August 2013