

Job Descriptions and Resumes for Youth First Program Team Staff Partially Funded Under Contract Project

Director of Programs: Laura Wathen (CPS)

Assistant Director of Programs: Kent Leslie (CPS In Progress)

Program Manager: Lisa Seals (CPS in Progress)

Program Manager: Salita Shively (CPS)

Program Manager: Alyssa Sieg (CPS)

Program Manager: Amy Wilkerson (CPS in Progress)

Program Manager: Keisha Willis (CPS in Progress)



POSITION DESCRIPTION: DIRECTOR OF PROGRAMS

Purpose:

Youth First's Program Director is responsible for the successful development and management of Youth First's program staff, programs, partnerships, and grants. This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

VP of Social Work & Programs

Roles & Responsibilities:

- a. Advocates for and promotes Youth First, its mission, and programs.
- b. Motivates Program staff, volunteers, and collaborators to achieve goals.
- c. Participates in key board and management team meetings.
- d. Assesses and tracks community needs, develops annual needs assessment to guide program priorities and agency decision making.
- e. Identifies, evaluates, and recommends program and partnership opportunities.
- f. Manages development of annual program and evaluation plans, presents plan for review and approval by Program Committee.
- g. Works with Program Coordinators to ensure programs improvements are implemented based on recommendations developed from review of evaluations and outcomes.
- h. Serves as primary staff liaison for the Program Committee Chair to plan Program Committee and other sub-committee or task group meetings.
- i. Identifies and prepares grant applications and other funding proposals in collaboration with the Development Director and Program staff.
- j. Identifies, cultivates, and manages relationships with partners.
- k. Keeps staff, volunteers, committees, and collaborators up-to-date on programs, partnerships, and grant-related matters.
- l. Ensures Youth First is represented at relevant community meetings and events.
- m. Prepares and submits required reports for grants, partners, and other funders.
- n. Contributes to quarterly Youth First newsletter.
- o. Assists with developing content for other marketing tools that promote Youth First programs.
- p. Makes decisions and guides staff decisions related to programs, partnerships, and grants.
- q. Prepares, reviews, and revises program, partnership, and grant agreements.
- r. Selects, develops, manages, and evaluates Program Coordinators.
- s. Ensures programs are delivered with fidelity, effectiveness, and efficiency.
- t. Ensures partnerships are productive and equitable.
- u. Develops annual Program budget and tracks expenses to meet financial goals.

- v. Ensures Program Committee and other sub-committee or task force action steps are completed.
- w. Develops and manages grant administration and program evaluation protocols.
- x. Identifies risks and liabilities and recommends controls and improvements related to program implementation.
- y. Other duties as assigned.

REQUIREMENTS:

- Minimum qualification of undergraduate degree in a related field such as non-profit or public administration, social services, communications, marketing, business administration or education with a minimum of three years program management and grant writing experience. Preferred qualification of Master's degree in a related field such as non-profit or public administration, social services, communications, marketing, business administration or education with a least five years of program management plus federal and state grant writing and grant management experience.
- Non-profit or business management
- Evidence-based substance abuse prevention
- Healthy adolescent and family development
- Community needs assessment
- Project management and evaluation
- Supervision of others
- Budgeting
- Marketing
- Grant writing and reporting
- Collaborative partnerships
- Strategic planning
- Computer skills, including word processing, presentations, e-mail, internet, and databases
- Effective communicator and collaborator
- Creative and innovative
- Planner and organizer
- Team-builder
- Customer service orientation
- Problem-solver
- Strategic thinker
- Commitment to ethical practices

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Laura J. Wathen

Work Experience:

Oct. 2010 - Present

Youth First, Inc., Director of Programs

- Responsible for the successful development and management of Youth First program staff, programs, partnerships and grants.
- Assesses and tracks community needs related to Youth First's mission.
- Identifies, evaluates and recommends program and partnership opportunities to meet community needs.
- Develops and proposes annual program and evaluation plans and budgets.
- Manages improvements in programs based on evaluations and outcomes.
- Identifies, cultivates and manages relationships with partners.
- Prepares and submits required reports for grants, partners and other funders.
- Prepares, reviews, and revises program, partnerships and grant agreements.
- Selects, develops, manages and evaluates Program and Project Managers.
- Manages program budgets and tracks expenses to insure fiscal responsibility and accountability.
- Develops and manages grant administration and program evaluation protocols.
- Identifies risks and liabilities and recommends controls and improvements related to program implementation.

Dec. 2005 - Oct. 2010

Youth First, Inc. Lead Program Coordinator

- Insure all Youth First programs are implemented with quality, fidelity and fiscal responsibility.
- Leads Program Team in the ongoing process of identifying program needs, developing program and evaluation plans, preparing budgets and determining assignments.
- Guides and advises other Program Coordinators as they implement programs and build relationships with collaborators.
- Works with Program Director and Chair to prepare for committee meetings, develop agendas, maintain minutes, communicate reminders, and implement action steps.
- Works with Program Director, Development Director and Program Team to identify funding needs and grant or sponsorship opportunities, write grants and proposals, and submit grant reports as required.
- Develops budgets, tracks expenses, maintains financial records, reviews quarterly statements, and submits corrections as needed for assigned programs.
- Develops meaningful and productive relationships with schools, churches, community-based organizations and other potential partners.
- Maintains effective communication with Youth First program participants and facilitators.

Trained In: Reconnecting Youth Program©
Cast (Coping and Support Training)©
Family Connections Program©
Family Foundations©
Strengthening Families© 3-6, 7-17 programs
In It to Win It - the 7 Habit Way

LifeSkills Training©

WhyTry©

Al ' s Pals - Kids Making Healthy Choices©

Most of Us Community Norms Marketing©

Stewards of Children, Sexual Abuse Prevention

Certifications:

Franklin Covey - 7 Habits of Highly Effective People - Client Facilitator

Indiana Association of Prevention Professionals - Certified Prevention Professional

Substance Abuse Prevention Skills Training (SAPST)-Trainer

Strengthening Families programs-Trainer

LifeSkills Training programs-Trainer

Youth Mental Health First Aid-Trainer



POSITION DESCRIPTION: ASSISTANT DIRECTOR OF PROGRAMS

Purpose:

The Youth First Assistant Director of Programs (ADP) is responsible for overseeing and directing the successful development and implementation of Youth First Programs and assists the Youth First Director of Programs. The ADP will attain a Certified Prevention Specialist certification and will be trained in the Substance Abuse Prevention Skills Training (SAPST) and evidence-based prevention programs provided by Youth First.

Reports To:

Director of Programs

Roles & Responsibilities:

- Advocates for and promotes Youth First, its mission and programs.
- Assists Director of Programs with selecting, onboarding, and training new program staff members
- Plans and coordinates weekly team meetings
- Directs, manages, and evaluates Youth First Program Staff under the guidance of the Program Director
- Assists in the development of annual programs and evaluation plans.
- Assists with preparing the annual program budgets.
- Works with Youth First Director of Programs, Program Managers, Facilitators, and Independent Evaluator to collect, prepare, and present program evaluation data to stakeholders.
- Trainer of facilitators for Youth First evidence-based programs
- Keeps Youth First Director of Programs informed about meetings and activities.
- Manages scrip card accounts and scrips for programs
- Coordinates and implements assigned Youth First programs with attention to quality, fidelity, and fiscal responsibility.
- Raises awareness about Youth First through participation in community planning groups and by providing presentations.
- Develops meaningful and productive relationships with key leaders in schools, churches, community-based organizations, and other potential partners.
- Identifies, evaluates, and recommends program and partnership opportunities.
- Supports the development of future grant applications and other funding proposals in collaboration with the Youth First Director of Programs and Youth First Grants Manager.
- Participates in fundraising events and other community events associated with Youth First.
- Other duties as assigned.

REQUIREMENTS:

- Minimum Bachelor's Degree in a related field such as youth development, education, social services, marketing, or communications
- Minimum of three years' in non-profit experience, youth development work, grant management and substance abuse prevention experience
- Project and budget management experience
- Strong interpersonal skills with the ability to interact positively with communities
- Strong presentation and public-speaking skills
- Working knowledge of community resources
- Knowledge of issues surrounding youth and their families
- Grant writing and reporting
- Experience working with racially, ethnically, and socio-economically diverse groups

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Kent Leslie

EXPERIENCE

Youth First, Inc.

Evansville, IN

Assistant Director of Programs

January 2024 to Present

- Responsible for the successful development and management of Youth First program staff, programs, partnerships and grants.
- Assesses and tracks community needs related to Youth First's mission.
- Identifies, evaluates and recommends program and partnership opportunities to meet community needs.
- Develops and proposes annual program and evaluation plans and budgets.
- Manages improvements in programs based on evaluations and outcomes.
- Identifies, cultivates and manages relationships with partners.
- Prepares and submits required reports for grants, partners and other funders.
- Prepares, reviews, and revises program, partnerships and grant agreements.
- Selects, develops, manages and evaluates Program and Project Managers.
- Manages program budgets and tracks expenses to insure fiscal responsibility and accountability.
- Develops and manages grant administration and program evaluation protocols.
- Identifies risks and liabilities and recommends controls and improvements related to program implementation.

ECHO Community Health Care

Evansville, IN

Director of Integrated Services

August 2019 to September 2023

- Provided the operational management and oversight coordination for social work services.
- Licensed navigator services.
- Community health worker and outreach services.
- Behavioral health integration and substance use disorder treatment to patients in a primary care setting.

Deaconess Health Systems

Evansville, IN

Benefit Solutions

January 2018 to August 2019

- Direct to employer sales for Deaconess Clinic at work.
- Account set up and maintenance.
- On-site and near site clinic solutions.
- Executive physicals.
- Occupational medicine.
- Employee Assistance Program.

Business Development

September 1999 to January 2018

- Develop and maintain referral source relationships.
- Employee Assistance sales and support.
- Coordination and training for all staff in Crisis recognition, Verbal de-escalation, Seclusion and Restraint.
- Staff Development coordination for all educational in-servicing.
- Patient advocate, investigation and follow through with patient and referral source complaints.

EDUCATION

University of Kentucky

Lexington, KY

1987 Bachelor of Arts Political Science GPA:3.5

Certifications

Crisis Prevention Intervention Instructor (Senior Level) Master

ASIST suicide prevention trainer

Master (QPR) suicide awareness trainer

CALM Instructor



POSITION DESCRIPTION: PROGRAM MANAGER

Purpose:

The Youth First Program Manager (PM) is responsible for overseeing and directing the successful development and implementation of their assigned programs. The PM will work with assigned committees, coalitions, community partners, and schools to carry out programming objectives. The PM is responsible for carrying out the mission of Youth First, Inc. to provide evidence-based substance abuse prevention programs for area youth and their families.

This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

Director of Programs

Roles & Responsibilities:

1. The PM will attain a Certified Prevention Specialist (CPS) certification within two years of employment.
2. Trained in the Substance Abuse Prevention Skills Training (SAPST) and prevention programs provided by Youth First.
3. Advises Program Director of all coalition and project activities.
4. Motivates program staff, volunteers, and collaborators to achieve goals.
5. Participates in community meetings provided within assigned areas of service.
6. Identifies, cultivates, and manages relationships with partners and key leaders.
7. Tracks monthly expenditures for assigned program and reports to the YF Program Director.
8. Identifies and prepares grant applications and other funding proposals in collaboration with the Youth First Director of Programs and Grants Manager.
9. Works with Director of Programs and independent evaluator to complete, prepare, and present program evaluation data for review.
10. Assists with assessing and tracking community needs in order to support the annual needs assessment to guide program priorities and decision-making.
11. Coordinates and implements assigned Youth First programs with attention to quality, fidelity, and fiscal responsibility, including:
 - a. Distributing participant packets with registration, consent, photo and video release, and evaluation forms.
 - b. Purchasing and organizing required materials.
 - c. Scheduling program sites and facilitation staffing.
 - d. Assisting with recruitment of participants.
 - e. Observing programs for fidelity.
 - f. Assisting with details for graduation/closing sessions.
 - g. Organizing evaluation materials for outside evaluator.

- h. Following up with participant inclusion on mailing lists and other correspondence.
- 12. Raises awareness about Youth First through participation in community planning groups and by providing presentations on programs.
- 13. Develops meaningful and productive relationships with schools, churches, community-based organizations, and other potential partners.
- 14. Identifies, evaluates, and recommends program and partnership opportunities.
- 15. Participates in fundraising events and other Youth First community events.
- 16. Other duties as assigned.

REQUIREMENTS:

- Minimum Bachelor's Degree in a related field such as youth development, education, social services, marketing, communications or business.
- Minimum of three years' in non-profit experience, youth development work, grant management and substance abuse prevention experience.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Lisa Seals

Experience

Community Engagement and Advocacy

Youth First – Program Manager 2022 – Present *Serve Northern Counties (Daviness, Dubois, Greene, Lawrence, Martin, Orange)*

Plan, coordinate, and implement Youth First programs, Distribute participant packets with registration, consent, photo and video release, and evaluation forms, Purchase and organize required materials, Schedule program sites and facilitation staffing, Assist with recruitment of participants. Assist with details for graduation/closing sessions, Organize evaluation materials for outside evaluator, Follow up with participant inclusion on mailing lists and other correspondence, Interview, hire and manage of all part-time temporary staff needed for programs, Trained in all universal programs offered by Youth First and substituting as facilitator as needs arise, Observe and provide fidelity checks for facilitators and social workers as they deliver programs, Develop and manage relationships with schools, churches, and other community-based organizations, Coordinate and implement orientation, training sessions, technical support, and program evaluation, Manage program budgets and expenses, Identify, apply for, and secure funding opportunities (grants, sponsorships, etc.). Maintain all program records and submit timely reports to funding agencies, Maintain strong communication with School Social Workers and program facilitators delivering program, Provide prevention expertise and support to organizations participating in Youth First programs, Raise community awareness about Youth First programs and services, Participate in fundraising events and other Youth First community events

Executive Director - Girls on the Run of Southwest Indiana 2021-2022

Served as Executive Director for Girls on the Run Council based in Southwest Indiana. Planned program for 17 teams/10 schools in Dubois County and 2 in Vanderburgh County. Expanded program to Vanderburgh, Oversaw all aspects of non-profit organization, Fundraising, Operations, Promotion, Financial, Budgeting, Developed expansion strategy for organization, planned and implemented two 5K's serving 200 plus girls in the communities.

Community Liaison - OCRA (Office of Community and Rural Affairs State of Indiana) 2019-2021

Serve a 15 Southwest Rural County Region (*Crawford, Daviness, Dubois, Gibson, Harrison, Knox, Lawrence, Martin, Orange, Pike, Perry, Posey, Spencer, Vanderburgh, Warrick*). State of Indiana Office of Community and Rural Affairs (OCRA) Represented the interests of Indiana, the Lt Governor, and OCRA. Served as a two-way conduit of knowledge and expertise seeking to understand the needs and priorities of the communities Offered technical assistance for programs, partners, and present resources in the form of both programmatic and financial offerings from OCRA, state, federal, and other partners. Cultivated and maintained positive relationships and collaborated with local, county and state agencies, partner organizations, key stakeholders, community leaders, and local elected leaders, to analyze needs, develop and implement strategies to maximize and utilize assets, and address challenges communities may face. Prepared and presented annual regional report/summary to central office staff, Maintained a working knowledge of all OCRA and other agency programs and grant opportunities, Provided technical assistance to communities in the engagement and application process of agency programs. Discussed proposed project details with diverse community stakeholders to evaluate program eligibility and competitiveness ahead of application submission. Represent OCRA at state agency public events.

Community Outreach Liaison/Advocate - Middle Way House (2016- 2019)

Served as a liaison/advocate within five South Central rural counties, (Greene, Lawrence, Martin Monroe and Owen), Created awareness about agency services, cultivated and strengthened partnerships and collaborations with other community agencies and stakeholders, Represented Middle Way House at various community meetings and outreach events, Presented Healthy Relationships Prevention/Educational Program to youth in local schools, and diverse groups, Assessed student knowledge after completion to track effectiveness of program, Provided legal and personal advocacy and education for adult clients, Assisted clients with preparation of legal documents and navigating the local court system, Cultivated, grew and maintained positive working relationships with local and regional leaders including, local elected officials, law enforcement, prosecutor, judge, community corrections director, chambers of commerce, community foundations, attorneys, other state and federal agencies, local church leadership, local school principals and staff, and the general public regarding agency activities and services, *Served on Mental Health subcommittee of a Four County Collaboration (Daviness, Greene, Lawrence Martin) IU Center for Rural Engagement facilitated our group.*

Education and Equine Assisted Learning

Freedom Reins (Equine Assisted Learning Instructor) 2017 – March 2020

Designed curriculum, launched, implemented and facilitated an Equine Assisted Educational Learning Program for Youth in conjunction with Greater Jasper Consolidated Schools. Equine Assisted Learning helps individuals improve social/emotional skills, builds confidence, increases self-esteem and allows students to recognize limiting behaviors/beliefs. Practiced Human-Centered Communication, Developed metrics to track and assess student progress, Developed marketing materials, Promoted classes/sessions in coordination with school on social media outlets

Program Facilitator - S.M.A.R.T. Sarasota Manatee Association for Riding Therapy Bradenton, Florida 2014-2015

(Equine Facilitated and Experiential Learning) – Facilitated and assisted in Equine Assisted Learning program curriculum development, planning and implementation of Equine experiential activities for various workshops/Individual and group sessions with youth K-12 and adults working with several populations such as Veterans (Warriors In Transition), Beyond the Spectrum (Autism), Just For Girls Charter School Programs, Breast Cancer Survivors, Assisted in coordinating associated needs for the implementation of programs/volunteers

Horses Empower - Sole Proprietor 2012-2014

Experiential Education with Horses –Designed, Created, Implemented and facilitated programs, special events, workshops, support groups, and individual coaching sessions, Also worked with licensed Mental Health Counselor to provide individual counseling/coaching sessions for Youth and Adults, Created, maintained my website, marketed my programs on social media (Equine Assisted Learning helps participants discover and overcome self-defeating behaviors and limiting beliefs.)

Program/Curriculum Development - E3A - Equine Experiential Education Association) 2013

Co-Wrote and collaborated to create E3A's Personal Development and Wellness Curriculum, (This curriculum was launched and added to E3A's offering of classes in August of 2015.)

Director/Coach - Northeastern Girls Volleyball 2005-2010

Managed all aspects of non-profit organization, Communication email/scheduling/ volunteers, parents, students, and venue staff, Developed and administered budget, Developed and implemented fund raising strategies, Secured facilities/venues, Developed and maintained positive working relationships with leaders of sister organizations, coaches, and venue staff, Developed and facilitated volunteer programs, Coordinated and managed all volunteers, Also served as Middle School and Head High School Varsity Coach and Mentor

Sales Training Marketing

Marketing & Event Coordinator - The Legend of French Lick Seasonal/temp position April 2016-June 2016

Assisted in coordination of 2016 French Lick Jazz Festival, prepared and distributed press releases for 2016 Jazz Fest to local media outlets, Planned and assisted in set-up for event, Assisted performers and artists with accommodations and arranged for necessary equipment, etc. to be made available, Served as a liaison and collaborated with the Marketing Dept. at French Lick Springs Resort and Orange County Visitors Bureau to promote event locally, Promoted event on social media outlets (Facebook & Twitter) Revised and wrote contracts for future events.

Support & Sales Consultant - RSI Litigation Support 1991-1993

Effectively and proactively communicated with design professionals and attorneys to create the best presentation possible for trial exhibits and multi-media presentations, Consulted with paralegals. and attorneys to develop and create multimedia presentations, Assisted paralegals and attorneys in management, reproduction, preparation, and storage of discovery documents and medical records

Assistant Manager Housing - Indianapolis Convention & Visitors Assn. 1989-1991

Managed the processing of housing applications for all downtown and city-wide conventions and events - Liaison between Meeting and Event Planners, hotel management, and Indianapolis Convention & Visitors Assn. Monitored hotel inventory and room blocks for various events and organizations, Compiled inventory reports per meeting convention for housing department and association

Education

Indiana University

Kelley School of Business - B.S. Business - Marketing/Advertising

Trainings & Certifications

Ball State University Economic Development Course

EAGALA (Equine Assisted Growth and Learning Association) Certified Part 1

E3A (Equine Experiential Education Association) Certified Level 1

PATH Int'l E.S. (Equine Specialist) Equine Assisted Learning/Psychotherapy

Youth Mental Health First Aid Certified

QPR (Question Persuade Refer) Suicide Prevention Certified (*Served on Four County Collaboration and Martin County Mental Health Taskforces*)

SALITA L SHIVELY

PROFESSIONAL EXPERIENCE

Youth First, Inc.

Program Manager

Evansville, IN

July 2016 - Present

- Oversee the implementation of state and/or federal grant programmatic activities addressing substance misuse and health disparities
- Manage grant contract reporting, financials, data collection and evaluation
- Supervise the development of program personnel to ensure program effectiveness and fidelity
- Recruit and maintain contact with programmatic clients
- Involvement in substance use prevention coalition for 7 years
- Participation in over 700 hours of ATOD, youth mental health, organizational development and sustainability trainings; including Substance Abuse Prevention Skills Training (SAPST)

AT&T

Floor Supervisor/ Customer Support

Evansville, IN

June 2014 - July 2016

- Provided technical support for mobile and service enhancing devices
- Offered additional assistance to representatives to reach first call resolution
- Assisted managers with coaching and development
- Ensured next level support to escalated callers to resolve issue or educate on policy
- Processed payments, account changes, plan changes, device warranties, and equipment orders

YMCA of Southwestern Indiana

Building Supervisor/ Membership (Part-Time)

Evansville, IN

April 2014 - December 2014

- Supervised staff of 6 or more employees regularly
- Managed membership sales and facility operations
- Assisted with membership satisfaction projects
- Processed payments for membership, pledge donations, activity registration, and all events

Toyota Boshoko

Production Control Assistant (Temp)

Princeton, IN

December 2013 - March 2014

- Created PDDR order forms and managed order status
- Managed all areas of inventory control
- Updated variance reports
- Maintained supplier contact list

EDUCATION

Northern Illinois University

Bachelor of Science in Business Administration

DeKalb, IL

December 2011

CERTIFICATIONS

Certified Prevention Specialist (CPS)

ICAADA

Renewal Date: June 2025

June 2021

Amy Wilkerson

PROFESSIONAL EXPERIENCE

Youth First, Inc.

Evansville, IN

Program Manager

January 2024 to Present

- Oversee the implementation of evidence-based and evidence-informed programming in schools and other community locations.

University of Southern Indiana

Evansville, IN

Student Support Specialist

February 2022 – December 2023

- Work with program directors to help students who identify as adult learners
- Provide support and guidance for students on registration, technology, plan of study, and other needs
- Work recruitment events and assist applicants

Albion Fellows Bacon Center

Evansville, IN

Primary Prevention Director

December 2011 – February 2015

- Schedule and facilitate evidence-based dating and sexual violence prevention programs in 4 counties and 26 schools
- Conduct professional development training for staff and community partners
- Responsible for evaluation development and analysis
- Developed and led Prevention Youth Council]
- 2020 Regional Impact Award from Leadership Everyone

Crazy 8

Evansville, IN

Assistant Store Manager

June 2009 – August 2012

Vanderburgh Humane Society

Evansville, IN

Volunteer and Education Coordinator

January 2009 – February 2002

EDUCATION

Bachelor of Science in Political Science

University of Southern Indiana – Evansville, IN

Degree Conferred in December 2013

Keisha Willis

EXPERIENCE

Youth First INC. – Program Manager

June 2021- Present

Coordinator of Warrick County Cares- Drug Free Council Coalition.
Trained in The Truth Is, Reconnecting Youth, Strengthening Families, Lifeskills, Al's Pals, Why Try programs.
Coordinates Youth First programs (The Truth Is, Reconnecting Youth, Al's Pals, Why Try, Lifeskills) in Warrick County.

Youth First Inc. — School Social Worker

February 2019- June 2021

Assessed referred students and families for service needs
Served as a liaison between the school, family, and community resources.
Charted students progress notes and data entry
Presented educational presentations in a classroom setting
Lead teacher leadership trainings and exercises.

Luzio & Associates Behavioral Services — Therapist

June 2018 - February 2019

Completed intakes and continued with clients on a weekly to biweekly manner based on their service needs.
Lead a small adult social skills group.
Documented progress and group notes.

EDUCATION

University of Southern Indiana — Masters of Social Work

June 2017 - May 2018

University of Southern Indiana — Bachelor of Social Work

August 2013 - May 2017

Trainings

Telehealth

Trauma Informed Care

CPR

Life Skills

Why Try

The Truth Is

Family First

Reconnecting Youth

Al's Pals

Strategic Prevention
Framwork

7 Habits of Highly
Effective People

**Job Descriptions for Youth First Part-Time,
Temporary Program Facilitators, Program Food
Coordinators and Program Childcare Coordinators
Wholly Funded Under Contract Project (50-75 Employees)**



POSITION DESCRIPTION: PROGRAM FACILITATOR

Purpose:

The Program Facilitator is responsible for carrying out the mission of Youth First, Inc. by conducting program facilitation, education, and other services necessary for the successful implementation of Youth First programs. The Facilitator shall be trained to facilitate and will receive a stipend for delivery of the program. The Facilitator shall be subject to and comply with all policies, rules, and procedures applicable to Youth First.

Reports To:

Program Manager

Roles & Responsibilities:

- Planning, facilitating and implementing Youth First programs including:
 - Strengthening Families 7-17©
 - Strengthening Families 3-6 ©
 - Family Foundations ©
 - Family Connections
 - In It To Win It
 - Botivin LifeSkills Training ©
 - Camp Memories
- Work closely with the Youth First Program Manager and other Program Facilitators.
 - Recruit families to participate in the program.
 - Arrive each evening at least 15 minutes prior to the start of the program to greet families and assist with the beginning activities. Being late could result in reduction of Facilitator pay.
 - Come prepared each week to deliver the program. This includes reviewing the content of the other sessions.
 - Facilitate the program with fidelity (in a manner in which the program was researched effective).
 - Debrief with other facilitators at the end of each program regarding the needs of the families.
 - In case of Facilitator emergency or illness, contact the Program Manager as soon as possible prior to the program start time.
 - In the event the Lead Program Facilitator is absent, the Program Facilitators will assume program responsibilities.
 - All three facilitators are required to assist with family sessions (if applicable).
 - Other duties as assigned.

Requirements:

- Bachelor's Degree, with focus in education, social work, or communications
- Experience in working with groups
- Attend the Stewards of Children training provided through Youth First, Inc.
- Pass all criminal background checks
- Attention to detail
- Knowledge of issues surrounding youth and their families, including social services, the juvenile justice system, and alcohol and drug abuse treatment systems.
- Critical thinking skills
- Strong organizational and interpersonal skills

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.



POSITION DESCRIPTION: PROGRAM FOOD COORDINATOR

Purpose:

The Food Coordinator is responsible for the planning, preparation, serving, and clean-up of the program meals, working closely with Program Facilitator and Program Manager to ensure program meals are managed within budget.

Reports To:

Program Manager

Roles & Responsibilities:

- Meal services for Youth First programs including:
 - Strengthening Families 7-17©
 - Strengthening Families 3-6 ©
 - Family Foundations ©
 - Family Connections
- Provide budget-friendly healthy dinners for families attending the program.
- Planning of meals each week, purchasing food and dinner supplies, and preparing and serving meals to program participants.
- Post-meal clean up, which includes sanitizing tables and sweeping or mopping the floors.
- In case of emergency or illness, contact the Program Manager as soon as possible prior to the program start time.
- Arrive each evening 30 minutes prior to dinner. Being late could result in reduction of pay.
- Other duties as assigned.

Requirements:

- Experience in preparing meals for a large number of people.
- Manage program meal budgets and expenses.
- This position requires lifting up to 20 lbs. and may include carrying supplies up and down stairs or long distances.
- Have reliable transportation
- Strong organizational skills.
- Handle many tasks at once.
- Pass criminal background check

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or

may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.



POSITION DESCRIPTION: PROGRAM CHILDCARE COORDINATOR

Purpose:

The Childcare Coordinator is responsible for the care and welfare of children whose parents are attending programs. The staff to child ratio is no more than 1:5 and may be less depending on the age of the children in childcare.

Reports To:

Program Manager

Roles & Responsibilities:

- Childcare services for Youth First programs including:
 - Strengthening Families 7-17©
 - Strengthening Families 3-6 ©
 - Family Foundations ©
 - Family Connections
- Provide warm, loving care for the children while their parents are attending the program.
- In case of emergency or illness, contact the Program Manager as soon as possible prior to the program start time.
- Full focus on the children in their care. (Cell phones can be used only in an emergency i.e. no texting or talking on phones during work hours.)
- Arrive each evening at the start of the program to greet families and assist with the beginning activities. Being late could result in reduction of pay.
- Other duties as assigned.

Requirements:

- Must be at least 16 years of age and experienced in babysitting or childcare.
- Attend the Stewards of Children training provided through Youth First, Inc.
- A natural nurturer who has the inherent ability to take care of others.
- Have patience with and the ability to handle many tasks at once.
- Pass all background checks.

EQUAL EMPLOYMENT OPPORTUNITY:

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**Job Description for Youth First School-Based
Mental Health Professionals Partially Funded
Under Contract Project (90+ Employees)**

Resumes available upon request



POSITION DESCRIPTION: SCHOOL-BASED MENTAL HEALTH PROFESSIONAL

Purpose:

The Youth First School-Based Mental Health Professional works closely with the respective school environment to provide a multi-tiered system of support that aligns with best practices in public health (National Institute on Drug Abuse) utilizing universal, selective, and indicated methods of prevention/early intervention in context of the Mental Health Professional role. The Mental Health Professional will follow a neuroscience and trauma informed method, building resiliency through skills, enhancing relationships with significant adults, and fostering readiness for change among individuals and throughout the school culture. Emphasis is placed on specialized mentoring used to assist students in managing life stressors/challenges through evidence-based programs and practices.

Reports To:

Director of Services/Assistant Director of Services/Clinical Supervisor

REQUIREMENTS:

- Master's Degree in Social Work or other masters degree in the mental health field from an accredited University.
- Licensure in Social Work (LSW/LCSW), Marriage and Family Therapy (LMFT), or Mental Health Counseling (LMHC/LMHC-A) in the state of Indiana.
- Leadership in Mental Health skills set.
- Ability to build and maintain trusting rapport within school environments.
- Ability to work independently, and to function effectively with multiple tasks.
- Ability to interact positively with schools, parents, and students.
- Ability to perform duties with awareness of and compliance with related corporation policies and state requirements.
- Ability to organize time and workload to fulfill requirements of the job.
- Working knowledge of community resources for referrals.
- Knowledge of issues surrounding youth and their families.
- Demonstrates Cultural Competency.
- Basic computer mastery skills in Microsoft Word, Excel, and Outlook.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Job Descriptions and Resumes for Essential Youth First Staff Wholly Funded by Funds Outside of Contract Project

President & CEO: Parri O. Black

Vice President of Programs & Services: Laura Keys

Vice President of Strategy & Operations: Wade Lowhorn

Vice President of Development: Christy Walker

Vice President of Marketing & Communications: Julie Hoon

Director of Services: Elizabeth Christmas

Assistant Director of Services: Deena Bodine

Clinical Supervisor: Sarah Audu

Clinical Supervisor: Ashley Manship

Clinical Supervisor: Heather Miller

Director of Finance: Jackie Cooper-Galey, CPA

Human Resources Director: Julie Eagan

Grants Manager: Lauren Smith



POSITION DESCRIPTION: PRESIDENT & CEO

Purpose:

The President & CEO ensures that Youth First successfully fulfills its mission in alignment with the vision, values and strategic direction set by the Board of Directors. The President & CEO is responsible for recruiting and leading a high performing, mission-focused, results-driven team to grow and operate an effective, efficient, and ethical organization. The President & CEO's responsibilities include strategic planning and partnerships, board and donor development, school and government relations, fiscal and human resource management, and performance measurement and improvement. The President & CEO supervises an Executive Team of Vice Presidents and an Executive Assistant.

Reports To:

Youth First's Board of Directors via the Board Chair, Chair-Elect, and Past-Chair

Roles & Responsibilities:

1. Strategic Leadership and Planning:

- a. Oversees the effective, efficient, and ethical operation of Youth First in accordance with the organization's mission, vision, core values, and priorities.
- b. Represents and grows Youth First's brand and impact.
- c. Collaborates with the Board and Executive Team to develop and implement annual and strategic plans.
- d. Motivates Board and Staff to accomplish goals or to adapt and innovate as needed.
- e. Works with the Executive Team to vet new partnership opportunities, gauge the capacity for healthy growth, and make expansion decisions.
- f. Hires, supervises, and empowers the Vice Presidents and Executive Assistant, collaborating with them on setting goals, tracking progress, managing staff, assessing performance, and making improvements.

2. Board Partnership and Development:

- a. Develops a strong and transparent working relationship with the Board to ensure purposeful meetings and open communication about progress and challenges.
- b. Seeks the Board Chair's advice and as needed, the Board's approval when a crisis arises, or a difficult decision must be made that could negatively impact the organization.
- c. Partners with the Board to assess needs and recruit a diverse group of highly engaged members who will leverage their skills, relationships, and resources to benefit Youth First.
- d. Suggests and supports Board Development strategies, including new member orientation and mentors, retreats, other trainings, and fellowship events.
- e. Serves as the primary staff liaison for the Board, Executive Committee, Board Development Committee, School and Government Committee and their Chairs.

- f. Assigns staff liaisons to help other Board Committees and Chairs operate with a clear purpose and goals.
- g. Attends most Board Committee meetings.
- h. Participates in and learns from the Board's annual performance review of the President & CEO.

3. Fundraising and Marketing:

- a. Ensures the Vice President of Philanthropy leads the development and execution of annual and long-term fundraising and marketing plans that align with the organization's mission, growth and revenue needs.
- b. Supports all fundraising efforts, including cultivating and stewarding a portfolio of prioritized donors and assisting others who are managing donor relationships.
- c. Communicates the case for support through impactful stories, presentations, conversations, proposals, social media posts, news media interviews, and other communication channels.
- d. Collaborates with staff on the development of grant proposals, fundraising campaigns, and other communications.
- e. Participates in community collaborations, meetings, and events to advance Youth First's mission and to network with influential leaders and organizations.

4. School and Government Relations:

- a. Leverages Board and other volunteer connections to build school and government relationships.
- b. Maintains regular communications with school superintendents and other school leaders to strengthen partnerships, problem-solve as needed, and secure school fee commitments.
- c. Builds relationships with policymakers and other government leaders in decision-making roles to sustain and grow public support for Youth First's mission.
- d. Engages and coordinates the work of a professional lobbyist if determined to be worthwhile in helping meet Youth First's goals.

5. Social Work and Prevention Programs:

- a. Ensures that the Vice President of Social Work and Programs leads the development and execution of annual program plans, including data collection, evaluation, training, and staffing, that align with the organization's mission, growth, and needs.
- b. Lead the annual budgeting process for the organization in close collaboration with the Controller and other staff.
- c. Visits programs, meets with social workers and program staff, and attends trainings and conferences to maintain a current understanding of evidence-based programs, school-based social work, and prevention science.
- d. Reviews program evaluations and outcome reports, monitors results and improvement plans, asks questions, and provides feedback.

6. Fiscal, Human Resource, and Risk Management:

- a. Ensures that the Vice President of Operations leads the development and execution of annual budgets, financial forecasts, staffing plans, risk mitigation, and quality improvement strategies that align with the organization's mission, growth, and needs.
- b. Presents the annual goals and budget, along with program and staffing plans, to the Board for approval.
- c. Reviews monthly financial statements and requests clarity or corrections as needed.

- d. Reviews and signs checks, bank account paperwork, contracts, grant proposals and agreements, or other official documents on behalf of the organization.
- e. Makes sure agreements with school partners are signed and maintained.
- f. Confirms that the proper controls, policies, procedures, and resources are in place to operate optimally and reduce risks.
- g. Serves as the primary liaison between Youth First's legal advisors for Human Resources issues or other matters as needed.
- h. Reviews and supports the implementation of new or revised policies or procedures.

7. Organizational Culture and Continuous Improvement:

- a. Exemplifies and promotes Youth First's core values of CARE: Compassion, Accountability, Relationships, and Empowerment.
- b. Encourages team building, cross-team collaboration, and shared decision-making.
- c. Strengthens diversity, inclusion, equity, and ethical leadership across the organization.
- d. Supports professional development and continuous improvement in all areas.

8. Other duties as assigned.

REQUIREMENTS:

- Master's degree preferred in a related field such as non-profit management or public administration, social services, communications, marketing, business administration, or education.
- Substantial experience in nonprofit management and/or business management.
- Demonstrated skills in strategic planning, fundraising/marketing, fiscal management, partnership development, and continuous improvement.
- Effective team-builder, leader, and motivator.
- Strategic thinker, problem-solver, and decision-maker.
- Persuasive storyteller, networker, and relationship-builder.
- Growth and professional development mindset.
- Committed to diversity, inclusion, and ethical practices.
- Passionate about Youth First's mission and core values.
- Expertise in areas related to Youth First's mission such as youth development, social work, mental health, and substance use prevention.
- Excellent computer skills with experience using Office 365, Salesforce, BoardEffect, and other tools.

EQUAL EMPLOYMENT OPPORTUNITY:

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Teaching (Adjunct Instructor)

University of Evansville, Evansville, IN 1999
Bowling Green State University, Bowling Green, OH 1994-1995

**Volunteer
& Civic
Activities**

Mayor's No Meth Task Force, Evansville
Child Safety & Substance Abuse Task Force, Indiana Children's Commission
Journey Fellowship Guide
Warrick County Cares Coalition
EVSC School-Community Council Steering Committee and Mental Health
Advisory Group
Local Epidemiology and Outcomes Workgroup, Vanderburgh County
Leadership Evansville
School Volunteer
St. Paul's Episcopal Church Capital Campaign Chair, Vestry and Senior Warden,
Youth and Adult Leader

**Major
Grant**

IN Division of Mental Health & Addictions, Multiple Grants 2010-Present
Safe Schools/Healthy Students Grants, Community Partner 2005-2013

**Writing or
Management**

Grant to Reduce Alcohol Abuse 2005-2008
Welborn Baptist Foundation Annual Grants 2002-2015
Sound Partners for Community Health Grant 2002

**Awards &
Recognition**

Athena Award Winner & Nominee, Evansville, IN 2015 & 2008
Journey Fellow & Journey Guide, Indiana 2006 & 2014
Leadership Evansville Class 2000
Multiple Journalism Awards
Ohio State Award (National), Best Social Science Series 1989
Unity Award (National), Best Public Affairs Reporting 1988
Radio & Television News Directors Assoc. (TN/KY), Best Series 1988
AP Award (TN), Best Series & Best Newscast 1988 & 89
School Bell Award (TN), Quality Education Reporting 1983, 88 & 89
Emmy Award (Nashville), Best Newscast 1987 & 1988
American Women in Radio & TV (Nashville), Best Spot News 1985



POSITION DESCRIPTION: VICE PRESIDENT OF PROGRAMS AND SERVICES

Purpose:

The Youth First Vice President of Programs and Services is the lead advocate for both the Program and Services teams, developing a culture of commitment to evidence-based, high quality service provision and a culture of care, both externally and internally. The position oversees the overall implementation of Youth First's model of prevention, providing vision, leadership, and team integration to achieve the best possible results and meet Youth First's mission. The Vice President works closely with the Director of Services and the Director of Programs to ensure evidence-based delivery, evaluation, and continuous improvement. A key contributor to Youth First's strategic planning and decision-making process, the Vice President serves on the CEO's Senior Leadership team and contributes to Board meetings. The position serves as staff liaison for the Board's Programs and Services Advisory Committee and represents Youth First in the community in a variety of ways. The Vice President works closely with other staff, volunteers, school administrators and other educators, community partners, evaluators, and funders.

Reports To:

President & CEO

Roles & Responsibilities:**1. Leader:**

- a. Serves as a member of the Senior Leadership Team of Youth First.
- b. Provides vision and articulation of the Youth First Prevention Model.
- c. Engages in strategic planning and implementation of strategic initiatives.
- d. Leads the development of annual and long-term plans utilizing prevention best practices and data-driven decision-making.
- e. Provides qualitative or quantitative reports and presentations that describe Youth First initiatives and outcomes to various stakeholders.
- f. Promotes organizational best practices in Prevention Science and Service.
- g. Identifies and mitigates potential legal and ethical risks.
- h. Collaborates on the development of grant proposals and ensures successful implementation of grant projects.
- i. Ensures programs and services teams adhere to Youth First's mission, model, core values, policies, standard operating procedures, and ethical standards.
- j. Supports and demonstrates compassionate and caring attentiveness to the needs of the staff as well as the students, families, and educators served by the Youth First.
- k. Serves as Staff Liaison to the Program and Services Advisory Committee, working closely with key Board members to advance Youth First's model and mission.

2. Manager:

- a. Recruits, hires, trains, supervises, coaches, and evaluates the Director of Services, Director of Programs, Clinical Supervisors, Services and Programs Assistant, and other staff as assigned.
- b. Assists with recruitment, hiring, and orientation of other staff.
- c. Oversees training and development of standardized materials for the orientation and onboarding of School-Based Mental Health Professionals and program staff.
- d. Guides and supports implementation of annual professional development plans for staff.
- e. Ensures evaluation protocols align with Youth First's goals/objectives and expectations of funders.
- f. Manages Apricot database and data collection compliance.
- g. Provides oversight for quantitative and qualitative analysis in collaboration with Independent Evaluator and Director of Programs.
- h. Utilizes evaluation results to guide future initiatives and improvements.

3. Community Partner:

- a. Serves as Youth First's primary liaison for school principals and designated school administrators to ensure effective delivery of services and programs.
- b. Provides leadership and vision in community coalitions and development of community strategic plans.
- c. Participates in Systems of Care teams, Evansville Vanderburgh School Corporation Committees, Suicide Prevention Coalition and other groups as needs are identified.
- d. Other duties as requested by President and CEO.

REQUIREMENTS:

- Master's Degree in Social Work or related field, (LCSW preferred).
- Demonstrated communications skills including (writing policies and procedures, grants, reports, articles, verbal communication- public speaking, large group facilitation and leadership).
- Understanding of qualitative evaluation processes.
- Management experience – five years minimum.
- Experience working with youth and families – five or more years.
- Experience working with Addictions, Behavior management and Crisis Management preferred.
- Commitment to professional and ethical integrity as demonstrated by training and work performance.
- Enthusiastic about the organization's goal of intentional and strategic growth.
- The ability to work successfully with ambiguity in relational development at all levels.
- An outstanding mental health clinician with a passion for helping youth and families.
- An impactful leader and project manager who can effectively guide teams through the process of program planning, implementation, evaluation, and improvement.
- An effective trainer, presenter, and large group facilitator.
- Strong organizational, written, and interpersonal skills.
- Committed to working with and including diverse, underserved, and marginalized populations.
- Supportive of team-led decision-making.
- A flair for creative problem-solving and troubleshooting.
- Well-versed on issues impacting youth and their families.

- Strong knowledge of community social service resources.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

—○ LAURA KEYS, LCSW ○—

CONTACT

 (812) 421-8336

 lkeys@youthfirstinc.org

 www.youthfirstinc.org

LICENSURE AND CERTIFICATIONS

LCSW in Indiana since November 1998

LCSW in Texas and Alabama January 2023

Licensed Clinical Professional Counselor Supervisor, 2013

Certified in Tele Mental Health Counseling, 2019

Master Trainer in QPR, 2022

EDUCATION

University of Southern Indiana

1994-1996

Master of Social Work

1987-1991

Bachelor of Social Science

EXPERIENCE

Youth First, Inc.

2019 – Present

VP of Programs & Services: Manage the budget, program vision and clinical work of school-based services and evidence-based school programs. Manage relationships with school partner Superintendents and Principals. Provide training and consultation to school partner faculty and staff.

2015-2019

Director of Social Work: Clinical Manager of all school-based staff. Manage the Case Management system for record and audit purposes. Provide the vision and content for yearly professional development of staff.

2013-2015

Clinical Supervisor of School Based Social Workers: Supervise school-based staff.

2007-2013

Youth First School Social Worker: Provided school-based prevention services with activities on Tier 1, Tier 2 and Tier 3. Provided connection for students and their families with available resources within the community.

Regional Youth Services

2005-2007

Clinical Team Lead, Evansville Region

1997-2005

Clinical Social Worker: Provided counseling to foster children and their biological and foster families while in treatment foster care. Managed relationships with family case managers and produced monthly reports for court.

Indiana Youth Advocate

1995-1997

In-Home Parent Coach



POSITION DESCRIPTION: VICE PRESIDENT OF STRATEGY & OPERATIONS

Purpose:

The Vice President of Strategy & Operations leads Youth First's efforts to maximize operational efficiencies and overall excellence. The VP of Operations is responsible for leading Youth First's efforts to sustain and grow the organization's programs and services by developing, implementing and tracking strategic plan initiatives; assessing and developing new partnerships and expansion opportunities; collaborating on fundraising plans and strategies; and guiding quality control, continuous improvement and risk mitigation. The Vice President of Operations leads and supervises the Finance and Human Resources Operations Teams which includes the Controller, Finance Assistant, HR Manager and an Operations Assistant.

Reports To:

President & CEO

Roles & Responsibilities:

1. Organizational Strategy:

- a. Assist the President/CEO and Board of Directors in developing and managing the strategic plan and tracking progress.
- b. Assist the President/CEO and School & Government Relations Committee to:
 - Determine service and funding formula strategies and ensure positive working relationships with school partners.
 - Develop and implement strategies to advocate for increased financial support from government sources, including leading organizational efforts to secure such funding from local government sources.

2. Business Development:

- a. Identify potential partnerships in new communities and contact key players in these communities to seek opportunities to collectively explore the feasibility of implementing the organization's programs and services.
- b. Lead Community Readiness Assessment process to assess the feasibility of implementing the organization's programs and services in new communities and make recommendations on whether to move forward with potential new partnerships.

3. Fundraising:

- a. Collaborate with the President/CEO, VP of Philanthropy and volunteer leadership to design and implement strategies to meet annual and long-term private fundraising needs.
- b. Manage a portfolio of major gift prospects and donors who comprise some of the organization's key relationships or support specific initiatives.
- c. Support the development of grant proposals and budgets.

4. Quality Control & Continuous Improvement:

- a. Collaborate with the President/CEO and other Vice Presidents to:

- Create, update, and maintain standard operating procedures for all areas of each department's operations.
 - Ensure each department stays on track to meet its fiscal year performance goals and strategic plan initiatives.
 - Ensure each department is staying within its approved fiscal year budget parameters.
 - Identify and implement strategies that reduce costs and improve financial performance while maintaining operational effectiveness standards.
 - Ensure each department's activities operate consistently and ethically within the mission of the organization.
 - Provide administrative oversight of the program data collection and case management software system and ensure compliance with the organization's data collection requirements.
- b. Provide staff support for the Audit and Risk Committee in performing its key governance and financial oversight roles regarding organizational financial audits and organizational risk assessment and mitigation, including I.T., as outlined in the committee's charter and goals.
- 5. Finance:**
- a. Provide executive-level leadership and guidance to the organization's finance operations.
 - b. Lead the annual budgeting process for the organization in close collaboration with the Controller and other staff.
- 6. Human Resources:**
- a. Provide executive-level leadership and guidance to the organization's human resources operations.
- 7. Management:**
- a. Screen, hire, equip and manage the Operations Department staff, including the Controller, Assistant Controller, and Human Resources Manager.
 - b. Develop the Operations Department team's capacity to support and accomplish the organization's goals and mission.
 - c. Manage the implementation and completion of work plans and timelines to achieve strategic plan goals that are the responsibility of the Operations Department.
- 8. Other Assignments:**
- a. Attend meetings to assist, advise, and present to the Board of Directors, Executive Committee, Finance, Human Resources, Board Development, and Donor Development Committees and Advocacy Councils as requested.
 - b. Represent Youth First at community or other meetings to build relationships and advance the mission.
 - c. Other duties as assigned.

REQUIREMENTS:

- University degree (Master's preferred) in a related field such as non-profit administration, public administration, social services, communications, marketing, business administration, or education.
- Three to five years of nonprofit development experience with demonstrated success in personally cultivating, soliciting, and stewarding charitable gifts.
- Three to five years of experience in volunteer management, especially engaging, motivating and successfully utilizing volunteers to achieve organizational goals.

- Experience in quality control and continuous improvement.
- Demonstrates persuasive, organizational, and leadership skills.
- Excellent interpersonal, verbal, and written communication skills.
- Self-motivated, results-driven strategic thinker, innovator and team player.
- Ability to critically assess community needs and concerns.
- Ability to handle multiple tasks, meet challenging deadlines, and maintain confidentiality.
- Computer literacy, including Microsoft Office programs, spreadsheets, word-processing, and web-based activities.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Wade A. Lowhorn, MPA, CFRM

PROFESSIONAL EXPERIENCE

Youth First, Inc.

Evansville, IN

◆ **Vice President of Strategy & Operations**

July 2016 to Present

◆ **Vice President of Philanthropy**

July 2013 to June 2016

North-American Interfraternity Conference

Indianapolis, IN

Director of University Relations & Public Policy

August 2011 – July 2013

National Association of Boards of Pharmacy

Mount Prospect, IL

National Accreditation Consultant

April 2010 – August 2011

State of Indiana

Indianapolis, IN

◆ **Indiana State Athletic Commission, Director**

July 2009 – April 2010

◆ **Indiana Professional Licensing Agency, Deputy Director**

May 2005 – July 2009

◆ **Indiana Professional Licensing Agency, Board/Commission Director**

April 2004 – May 2005

◆ **Indiana Health Professions Bureau, Board Director**

April 2001 – April 2004

McEachin for the Future

Richmond, VA

Finance and Fundraising Director

July 2000 – April 2001

Smart for Congress

Savannah, GA

Campaign Manager

May 2000 – July 2000

EDUCATION

Master of Public Administration (MPA)

Ball State University, College of Science and Humanities - Muncie, Indiana

Degree Conferred in July 2000

Bachelor of Science

Ball State University, College of Science and Humanities - Muncie, Indiana

Degree Conferred in June 1997

ADDITIONAL TRAINING

The Executive Journey Fellowship

Indiana Youth Services Association – Indianapolis, IN
Fellow Status Achieved in 2021

Certificate in Nonprofit Executive Leadership

Indiana University, School of Public & Environmental Affairs – Bloomington, Indiana
Certificate Received in May 2017

Certificate in Fund Raising Management (CFRM)

Indiana University, Lilly School of Philanthropy – Indianapolis, Indiana
Certificate Received in November 2015

AWARDS & RECOGNITION

- ◆ Recipient of the Governor's Public Service Award - August 2006



Vice President of Development – Position Description *Youth First, Inc.*

Purpose:

The Vice President of Development leads Youth First's fundraising efforts primarily through the strategic identification, cultivation, solicitation, and stewardship of major gift and personal solicitation donors and prospects. Using the best practices in fundraising management, the Vice President of Philanthropy strengthens donor connections to Youth First and builds the commitment to the organization's mission. The Vice President of Development leads a team of major gifts and regional development officers responsible for achieving the organization's annual and long-range fundraising goals. The Vice President of Development collaborates closely with other team leaders, the Board and other volunteers, supporters, and partners.

Reports to: President & CEO

Roles & Responsibilities:

1. Fundraising Management

- a. Develops and executes fundraising plans to meet annual and long-range revenue goals across Youth First's footprint in partnership with the President & CEO, other leadership staff, and Board leadership.
- b. Establishes and implements evidence-based fundraising processes and strategies that increase connections to the cause, financial commitments, and volunteer engagement.
- c. Manages the portfolios of key donors/prospects and leads other team members and volunteers in managing their assigned portfolios in keeping with ethical fundraising practices, so that relationships are strengthened, timelines are followed, and gifts are secured to achieve revenue goals.
- d. Confirms that donors receive the appropriate appreciation, recognition, and regular updates from the organization.
- e. Ensures that donor/prospect contacts and activities are accurately documented, tracked, and maintained in Salesforce and communicated to the Finance office.
- f. Determines the key performance indicators for development and generates monthly reports to track progress, where with other to seek their input, and make continuous improvements.

2. Volunteer Management

- a. Equips the Board and other volunteers to identify and connect donors/prospects, strengthen relationships, and invite support.
- b. Coordinates the Donor Development Committee, assigned Advocacy Councils, or other volunteer groups as needed, collaborating with the Chairs, planning meeting agendas, preparing minutes and reports, communicating with members, and following up on action steps.
- c. Ensures development officers effectively coordinate and motivate Advocacy Councils, committees, and other volunteers who support their portfolios.

3. Budget & Staff Management

- a. Prepares and manages fundraising revenue and expense budget to ensure accountability, effectiveness, and cost efficiencies.
- b. Hire, trains, coaches, and supervises the Major Gifts Officer and Regional Development Officers.
- c. Leads professional development and team-building initiatives to increase the Development team's capacity and effectiveness.
- d. Partners cross-functionally with other Youth First teams: Marketing & Communications, Strategy & Operations, Programs & Services, and Human Resources.

4. Executive Assignments

- a. Advises the President & CEO and collaborates effectively with the other Vice Presidents to advance Youth First's mission and strengthen the organization in all areas.
- b. Takes a leadership role in strategic planning, organizational development, and quality improvement.
- c. Represents Youth First at major events, including the Breakfast of Champions and Passport to Adventure auction, as well as at key community meetings.
- d. Participates in leadership team meetings as well as other meetings as requested.
- e. Contributes to the Board meetings and Executive Committee meetings as well as others as requested.
- f. Handles other duties as assigned.

Requirements:

- a. Bachelor's degree required.
- b. 5+ years of major gifts fundraising experience with demonstrated success in personally cultivating, soliciting, and stewarding donors.
- c. Solid experience in volunteer management, especially engaging, motivating, and successfully utilizing volunteers to achieve fundraising goals.
- d. Demonstrates persuasive, organizational, and leadership skills.
- e. Excellent interpersonal, verbal, and written communication skills.
- f. Proven ability to deliver effective presentations to diverse audiences.
- g. Self-motivated, results-driven strategic thinker, problem-solver, innovator and team player.
- h. Knowledge about the community and already connected to donor prospects.
- i. Ability to handle multiple tasks, meet challenging deadlines, and maintain confidentiality.
- j. Experience with online databases such as Salesforce, OneCause, and other digital fundraising platforms.
- k. Computer literacy, including Microsoft Office programs, spreadsheets, word-processing, and web-based activities.
- l. Marketing, public relations, fundraising trainings/certifications and planned giving experience are a plus.

Equal Employment Opportunity:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Christy S. Walker

EMPLOYMENT HISTORY

| | | |
|---------------------|---|------------|
| Jan 2024 — Present | Vice President of Development, Youth First <ul style="list-style-type: none">Responsible for leading the organization's private fundraising efforts, primarily through the strategic identification, cultivation, solicitation, and stewardship of major gift prospects and donors. Responsible for annually raising \$3.5 million in private source revenue for annual operations. | Evansville |
| Jul 2015 — Jan 2024 | Vice President, Relationship Banking Officer, First Bank <ul style="list-style-type: none">Suggested banking products and services that best meet customers' needsManaged a Commercial Loan Portfolio of \$40MM+Responsible for developing and implementing strategies to achieve growth in the organizationTeam Lead to Business Development Officers and Treasury Management OfficersAssisted team members with outbound visits to clients and prospectsDevelop brand awareness through continued relationship building with customers and prospects strategically scheduling outbound visits and consultative meetings | Evansville |
| Dec 2001 — Jul 2015 | Vice President/Commercial Lender, First Federal Savings Bank <ul style="list-style-type: none">Managed a Commercial Loan Portfolio of \$40MM+Team lead of Treasury Management DepartmentDeveloped new relationships that resulted in new business for the companyScheduled outbound calls to clients and prospects on a weekly basisMaintained communication between branches and Treasury Management Department to assist on the correct products and services for the customers | Evansville |

EDUCATION

| | | |
|---------------------|--|------------|
| Aug 1993 — May 1998 | Bachelor of Science, Business Administration with emphasis in Management, University of Southern Indiana Graduated with Honors. | Evansville |
|---------------------|--|------------|

COURSES

| | |
|---------------------|---|
| Jan 2022 — Nov 2022 | Certified Small Business Consultant, Accredited Small Business Consultant (ASBC) |
| Jan 2019 — Aug 2019 | Accredited Banking Professional Certificate, The Institute of Extraordinary Banking |

-
- Rotary Club of Evansville - Past President 2018-2019, Rotarian of the Year 2022, Paul Harris Fellows Award 2023
 - Gibson County Economic Development Board Member
 - Youth First Board-Chair 2020-2021
 - Sts. Peter and Paul - Finance Committee



Vice President of Marketing & Communications – Position Description *Youth First, Inc.*

Purpose:

The Vice President of Marketing & Communications leads Youth First's annual marketing and communications plans and is responsible for executing internal and external messaging on behalf of the organization. The Vice President of Marketing & Communications fosters community awareness of mental health needs while raising Youth First's brand awareness among donors and stakeholders via strategic marketing and communications plans as well as successfully executed events. The Vice President of Marketing & Communications collaborates cross-functionally with all Youth First departments and external partners and serves as an organization spokesperson along with the President & CEO.

Reports to: President & CEO

Roles & Responsibilities:

1. Marketing & Communications Management

- a. Develops and executes annual marketing and communications plans that raise Youth First's brand awareness across its service footprint and support annual and long-range revenue goals in partnership with the President & CEO, Vice President of Philanthropy, other leadership staff, and Board leadership.
- b. Establishes and implements evidence-based marketing and communications strategies that increase connections to the cause, financial commitments, and engagement with stakeholders, donors, volunteers, corporate partners, foundation partners, and the community.
- c. Continuously develops and delivers relevant content related to the mission, vision, and core values of Youth First across all communication platforms including social media, print, digital, TV/radio, etc.
- d. Generates strategic internal and external communications plans which include key messages, strategies, timing, and specific channels to reach target audiences and stakeholders.
- e. Ensures marketing and communications staff effectively collaborate with and motivate employees and volunteers to serve as brand ambassadors who are armed with promotional material and documents that align with Youth First's style guide.
- f. Represents Youth First to internal and external audiences, including the news media and community groups or events to increase awareness and relationships with donors, volunteers, and partners.

2. Volunteer Management

- a. Collaborates with the Vice President of Development to equip the Board, other volunteers, and staff with the skills and tools they need to identify and connect others, strengthen relationships, and invite support or partnerships.
- b. Effectively manages the Events and Volunteer Coordinator who is responsible for bringing warm hospitality, exceptional customer service, and an unforgettable donor experience to Youth First's event management and planning strategies, including leading the annual coordination of two well-established, signature events: the Breakfast of Champions and the Passport to Adventure Auction, along with numerous other events throughout the year.
- c. Coordinates the Awareness Committee and agency's brand efforts, or other marketing and communications groups as needed, collaborating with the Chairs, planning meeting agendas, communicating with members, and following up on action steps.

3. Budget & Staff Management

- a. Prepares and manages awareness expense budget to ensure accountability, effectiveness, and cost efficiencies.
- b. Hires, trains, coaches, and supervises Communications Manager, Multimedia Strategist, Events & Volunteer Coordinator, and Donor Stewardship Coordinator.
- c. Leads professional development and team-building initiatives to increase the Marketing & Communications team's capacity and effectiveness.
- d. Partners cross-functionally with Development team, Strategy & Operations team, Programs & Services team, and Human Resources department.

4. Executive Assignments

- a. Advises the President & CEO and collaborates effectively with the other Vice Presidents to advance Youth First's mission and strengthen the organization in all areas.
- b. Takes a leadership role in strategic planning, organizational development, and quality improvement.
- c. Represents Youth First at major events, including the Breakfast of Champions and Passport to Adventure auction, as well as at key community meetings.
- d. Participates in leadership team meetings as well as other meetings as requested.
- e. Contributes to the Board meetings and Executive Committee meetings as well as others as requested.
- f. Handles other duties as assigned.

Requirements:

- a. Bachelor's degree required.
- b. 5+ years of marketing, public relations, and/or communications experience with demonstrated success leading a team.
- c. Solid experience in volunteer management, especially engaging, motivating and successfully utilizing volunteers to achieve fundraising goals.
- d. Demonstrates persuasive, organizational, and leadership skills.
- e. Excellent interpersonal, verbal, and written communication skills.
- f. Self-motivated, results-driven strategic thinker, problem-solver, innovator and team player.
- g. Knowledge about the community and connected to donor prospects.

- h. Ability to handle multiple tasks, meet challenging deadlines, and maintain confidentiality.
- i. Experience with online databases such as Salesforce, OneCause, and other digital fundraising platforms.
- j. Computer literacy, including Microsoft Office programs, spreadsheets, word-processing, and web-based activities.
- k. Marketing, public relations, fundraising trainings/certifications and planned giving experience are a plus.

Equal Employment Opportunity:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Updated 10-31-2023

Julie Hoon

PROFESSIONAL EXPERIENCE

Youth First, Inc.

Evansville, IN

Vice President of Marketing & Communications

January 2024 to Present

Vice President of Philanthropy

July 2017 to December 2023

Anchor Industries

Evansville, IN

Marketing Manager

February 2015 – July 2017

Flanders

Evansville, IN

Marketing and Communications Manager

December 2011 – February 2015

Southwest Indiana Chamber of Commerce

Evansville, IN

Manager of Business Services

May 2010 – December 2011

Ford Motor Company

Kansas City, MO & Cincinnati, OH

Zone Manager, Marketing & Sales Division

March 2006 – May 2010

Bathorst Insurance Group

Houston, TX

Assistant Marketing Director

September 2005 – February 2006

EDUCATION

Certificate in Fund Raising Management (CFRM)

Indiana University, Lilly School of Philanthropy – Indianapolis, Indiana

Received certification in 2021

Bachelor of Business Administration in Marketing

Texas A&M University, Mays Business School – College Station, TX

Degree Conferred in May 2004

Marketing GPA: 4.0; Overall GPA: 3.6 (Graduated Cum Laude)



POSITION DESCRIPTION: DIRECTOR OF SERVICES

Purpose:

The Director of Services helps lead the effective implementation and continuous improvement of Youth First's Student Assistance Program and other evidence-based prevention programs. This position is responsible for all aspects of Youth First's Student Assistance Program, including hiring, training, and supervising School-Based Mental Health Professionals and Clinical Supervisors; overseeing evidence-based practices; managing data collection; guiding quality improvements; and collaborating with schools and other community agencies. The Director ensures that best practices in the Student Assistance Program and other evidence-based prevention programs are continuously strengthened and sustained in order to meet Youth First's mission. This position works closely with the Director of Programs, other staff, educators, community partners, evaluators, Board members, other volunteers, and funders. This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

VP of Programs & Services

Roles & Responsibilities:

1. Leadership:

- a. Leads all aspects of Youth First's Student Assistance Program with an emphasis on evidence-based practices, data driven decision-making, continuous quality improvement, and collaboration. Assess referred students and families for service needs.
- b. Develops and oversees annual Student Assistance Program service plans that meet the mission of Youth First.
- c. Serves on Youth First's leadership team, advises and supports the VP of Programs & Services, and collaborates with others.
- d. Reports outcomes and progress through anecdotal evidence and data collection to various stakeholders.
- e. Participates in Board committees and activities as requested.

2. Manager Functions:

- a. Responsible for hiring, onboarding, and managing Clinical Supervisors, School-Based Mental Health Professionals and interns.
- b. Ensures School-Based Mental Health Professionals provide compassionate and caring attentiveness to the needs of students and families.
- c. Ensures adherence to Youth First's Standard Operating Procedures, Core Values, and Social Work Ethics through trainings, site visits and record audits.
- d. Mitigates risks and liabilities associated with the delivery of Student Assistance Program services.
- e. Conducts and reviews annual job performance evaluations for Clinical Supervisors and School-Based Mental Health Professionals.

- f. Provides oversight of evaluation protocols, tools, and data collection in collaboration with evaluators.
- g. Works with School-Based Mental Health Professionals to resolve coverage needs, schedule paid time off (PTO), and report sick days.

3. Clinical Supervision/Training:

- a. Orchestrates professional development for School-Based Mental Health Professionals.
- b. Leads meetings, group supervision, and individual supervision.
- c. Provides case consultation for high-risk cases.
- d. Assists with the development of individual or family service plans as needed.
- e. Reviews clinical activities reports submitted by School-Based Mental Health Professionals through Apricot data collection system.

4. Community Partner:

- a. Works closely with school leaders who partner with Youth First for Student Assistance Program services.
- b. Represents and advocates for Youth First in the community, collaborating with and/or serving on relevant committees or coalitions.
- c. Coordinates Student Assistance Program Advisory Group to gain insights from others with professional expertise.
- d. Other duties as assigned.

REQUIREMENTS:

- Licensed Clinical Social Worker (LCSW), Master's Degree in Social Work or related field.
- Clinical Supervision experience – three or more years.
- School Social Work experience – five or more years (Youth First experience a plus).
- Clinical experience working with children, adolescents, and families – five or more years.
- Clinical experience working with diverse socio-economic populations.
- Experience in addictions, crisis management, behavior management and/or evidence-based programs.
- Strong leadership, management, organizational, problem-solving, writing, and interpersonal skills.
- Effective leader guiding teams through the decision-making process.
- Effective trainer, presenter, and large group facilitator.
- Ability to manage and complete multiple projects simultaneously.
- Strong commitment to professional development and ethical practices.
- Knowledgeable about school and student concerns, the community and social service/mental health resources.
- Computer literacy, including Microsoft Office programs, spreadsheets, word processing and web-based activities.
- Ability to adopt and utilize technological advancements as needed.

EQUAL EMPLOYMENT OPPORTUNITY

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Elizabeth A. Christmas, LCSW, LCAC

Education/Licensure

Master of Social Work with School Social Work Specialization (August 2003)

University of Southern Indiana, Evansville, Indiana

*GPA 4.0 (Dean's List, May 2002—August 2003)

Bachelor of Social Work with Minors in Psychology and Sociology (May 2002)

University of Southern Indiana, Evansville, Indiana

*GPA 3.85 (Dean's List, August 1998—May 2002)

Indiana Teacher's License (June 2005--Present)

School Services Personnel (School Social Worker)

LCSW: Clinical Social Work License (February 2007--Present)

LCAC: Clinical Addiction Counselor License (August 2011--Present)

Related Experience

Youth First, Inc., Evansville, Indiana

Director of Social Work (August 2021-Present)

Regional Clinical Supervisor (July 2018-August 2021)

*Supervise school-based staff in regional school settings, facilitate individual and group supervision, provide professional development for school-based staff and school staff, consult with school-based staff on suicide assessments, monitor documentation and evaluation data.

Youth First, Inc., Evansville, Indiana

Loogootee Community Schools (August 2015-Present) also

North Posey High School Social Worker (August 2003--Present)

Mater Dei High School (part-time/August 2006--May 2007)

New Harmony School (part-time/August 2003--May 2006)

Mount Vernon High School (part-time/August 2003--December 2004)

*Work with students and their families as they are referred for services in the school.

*Responsibilities—perform individual, group, and family prevention services with students in grades K-12; facilitate several research-based programs to prevent and intervene with substance abuse and other mental health issues; family crisis intervention; collaboration with and referral to outside agencies; documentation; and organize research tools for practice evaluation.

Other Experience

Youth First, Inc., Evansville, Indiana

University of Southern Indiana—Field Placement Supervisor (2004-Present—periodically)

*Supervise 600 hours (each) of MSW internships, four different MSW students during various years

Team Leader (August 2010—2014)

*Provide clinical supervision to eight school social workers.

Evidence-based programs (May 2003--Present)



POSITION DESCRIPTION: ASSISTANT DIRECTOR OF SERVICES

Purpose:

The Assistant Director of Services helps lead the effective implementation and continuous improvement of Youth First's school-based Student Assistance Program and evidence-based prevention programs. This position is responsible for supporting the Director in all aspects of Youth First's Student Assistance Program, including hiring, training, and supervising mental health professionals and other clinical supervisors; overseeing evidence-based practices; managing data collection; guiding quality improvements; and collaborating with schools and other community agencies. The Assistant Director ensures that best practices in mental health and prevention are continuously strengthened and sustained in order to meet Youth First's mission. This position works closely with both the Director of Services and Director of Programs, other staff, educators, community partners, evaluators, Board members, other volunteers, and funders.

Reports To:

Director of Services

Roles & Responsibilities:

1. Leadership:

- a. Provides support to the Director of Services in all aspects of Youth First's Student Assistance Program with an emphasis on evidence-based practices, data driven decision-making, continuous quality improvement, and collaboration.
- b. Serves on Youth First's leadership team, advises and supports the Director of Services and the VP of Services and Programs, and collaborates with others.
- c. Reports outcomes and progress through anecdotal evidence and data collection to various stakeholders.
- d. Participates in Board committees and activities as requested.

2. Manager Functions:

- a. Supports the Director of Services in hiring, onboarding, and managing clinical supervisors, mental health professionals, and Master and Bachelor level interns.
- b. Ensures mental health professionals provide compassionate and caring attentiveness to the needs of students and families.
- c. Ensures adherence to Youth First's Standard Operating Procedures, Core Values, and Professional Ethics through trainings, site visits and record audits.
- d. Supports the Director of Services in mitigating risks and liabilities associated with the delivery of school based services.
- e. Conducts and reviews annual job performance evaluations for clinical supervisors and mental health professionals.
- f. Works with mental health professionals to resolve coverage needs, schedule paid time off (PTO), and report sick days.

3. Clinical Supervision/Training:

- a. Supports the Director of Services in providing professional development for mental health professionals.
- b. Helps lead group supervision and individual supervision.
- c. Provides case consultation for high-risk cases.
- d. Assists with the development of individual or family service plans as needed.
- e. Reviews clinical activities reports submitted by mental health professionals through Apricot data collection system.

4. Community Partner:

- a. Works closely with school leaders who partner with Youth First for school based services.
- b. Represents and advocates for Youth First in the community, collaborating with and/or serving on relevant committees or coalitions.
- c. Other duties as assigned.

REQUIREMENTS:

- Licensed Clinical Social Worker (LCSW), Master's Degree in Social Work or related field.
- Clinical Supervision experience – three or more years.
- School Mental Health experience – five or more years (Youth First experience a plus).
- Clinical experience working with children, adolescents, and families – five or more years.
- Clinical experience working with diverse socio-economic populations.
- Experience in addictions, crisis management, behavior management and/or evidence-based programs.
- Strong leadership, management, organizational, problem-solving, writing, and interpersonal skills.
- Effective leader guiding teams through the decision-making process.
- Effective trainer, presenter, and large group facilitator.
- Ability to manage and complete multiple projects simultaneously.
- Strong commitment to professional development and ethical practices.
- Knowledgeable about school and student concerns, the community and social service/mental health resources.
- Computer literacy, including Microsoft Office programs, spreadsheets, word processing and web-based activities.
- Ability to adopt and utilize technological advancements as needed.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions

and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Deena S. Bodine

PROFESSIONAL CERTIFICATION:

- Indiana Licensed Clinical Social Worker No. 34005487A

PROFESSIONAL EXPERIENCES:

Youth First, Inc., Evansville, Indiana

- **Assistant Director of Services January 2024- present**
 - Provides group and individual supervision of School Based Services staff
 - Providing leadership and guidance in development of individual and family service plans
 - Assists with recruitment, hiring, training, and orientation for new school services staff
 - Reviews individual case records
 - Assists in overseeing evaluation protocols, measurement, and data collection
 - Annually evaluates School Based Services staff
 - Works with School Based staff to resolve coverage needs, scheduling, and report sick days
- **School Social Worker, December 2014- December 2023**
 - Plan, coordinate, and implement Youth First Programs including Reconnecting Youth, CAST, Family Connections, and Strengthening Families
 - Provide individual and group prevention services and specifically addressing community needs
 - Operate Clothing Closet and Food Pantry for students in need
 - Plan and present Hoops for Mental Health
 - Present suicide prevention curriculum (QPR, SOS) to middle school and high school students
 - Coordinate Student Assistant Team meetings
 - Sponsor for Mental Health Clubs including Bring Change 2 Mind

Southwestern Behavioral Healthcare

- **Therapist, January 2012 to October 2014**
 - Provide individual and family therapy within the home and school environments
 - Schedule appointments with each family
 - Develop client centered treatment plans
 - Aid families in the development of effective communication techniques
 - Assist families in setting limits, house rules, and determining goals of misbehavior
 - Address other family and child needs as identified
 - Collaborate with the Department of Child Services
 - Complete monthly reports for each client

Children's Bureau, Inc.

- **Home Based Therapist**, February 2011 to January 2012
 - Provide individual and family therapy within the home environment
 - Provide supervision for parent/ child visits as requested
 - Schedule appointments with each family
 - Develop treatment goals for individual clients
 - Aid families in the development of effective communication techniques
 - Assist parents in setting limits, establishing house rules, giving encouragement, determining the goals behind misbehavior, and addressing other identified needs
 - Collaborate with the Department of Child Services and county Probation Officers
 - Participate in court proceedings on behalf of clients
 - Participate in team meetings with clients and service providers
 - Attend collaborative meetings with community agencies
 - Complete monthly progress reports for each client

Cummins Behavioral Health Systems, Inc.

- **School Based Therapist**, August 2010 to February 2011
 - Provide outpatient therapy services within Clark Pleasant Intermediate School, Break-O-Day Elementary School, and Sawmill Woods Elementary School
 - Provide services including individual, group, and family therapy as well as skills training and case management
 - Complete intake appointments and assisting families in the development of person centered treatment plans
 - Monitor progress related to treatment goals and behavior concerns
 - Attend collaborative weekly meetings with school counselors
 - Network within the community on behalf of Cummins

Youth First, Inc., Evansville, Indiana

- **School Social Worker**, February 2004- August 2010
 - Plan, coordinate, and implement Youth First programs
 - Provide case management services to students and families
 - Administer measurement instruments and develop individual services plans
 - Provide direct counseling, intervention, advocacy, and referrals
 - Chart student and family progress and share data with school personnel
 - Provide supportive prevention and intervention services to school personnel
 - Collect and record data for program evaluation
 - Document monthly written reports
 - Collaborate with teachers, nurses, principals, counselors, psychiatrists, other school social workers, and school staff to assist students in need
 - Assist with after-school and summer programs for students and families
 - Attend Youth First social work staff meetings
 - Participate in supervision meetings with clinical supervisor

River Valley Behavioral Health, Kentucky Impact Program, Henderson, Kentucky

- **Intensive In-Home Therapist**, January 2005- October 2005
 - Provide family therapy within the home environment

- Schedule appointments with each family
 - Develop treatment goals for individual clients
 - Aid families in the development of effective communication techniques
 - Assist parents in setting limits, establishing house rules, giving encouragement, determining the goals behind misbehavior, and addressing other identified needs
 - Administer pre and post tests to parents
 - Track and monitor children's behaviors of concern
 - Assist children in the development of social and conflict resolution skills
- **Therapeutic Child Support Professional**, November 2002-December 2004; February 2007-May 2008
 - Schedule appointments with each client
 - Complete initial enrollment paperwork
 - Develop and implement a treatment plan individualized for each client
 - Maintain communication with clients' parents or guardians
 - Aid children in the development of social skills, anger management, communication skills, decision-making abilities and other areas of interest
 - Document progress with treatment objectives and goals
 - Safety Crisis Management training
 - Participate in multi-disciplinary team meetings

EDUCATION:

University of Southern Indiana, Evansville, Indiana

- **Master of Social Work**, July 2004,
Specialization in School Social Work
GPA: 3.857 on 4.0 scale
 - Member of Phi Alpha National Social Work Honor Society
 - Member and Class Representative of MSW Student Association
 - Peer Counselor and Peer Educator, President
- **Bachelor of Science in Psychology**, May 2001
 - Member of Alpha Sigma Alpha Sorority
 - Member of Student Housing Association



POSITION DESCRIPTION: CLINICAL SUPERVISOR

Purpose:

The Clinical Supervisor is responsible for effectively implementing and continuously improving Youth First's Student Assistance Program and other evidence-based prevention programs under the direction of the Director of Services. The Clinical Supervisor is involved in hiring, training, developing, managing, and evaluating school-based mental health professionals as well as strengthening and sustaining programs, partnerships, and outcomes. The Clinical Supervisor works closely with other staff, school administrators, teachers, community partners, evaluators, funders, and volunteers. This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

Director of Services

Roles & Responsibilities:

- a. Ensures School-Based Mental Health Professionals provide case management, referral to community resources and post treatment care in response to needs of students and families.
- b. Assists with problem identification and development of individual or family service plans emphasizing family involvement.
- c. Develops family engagement, parent advocacy, and community outreach strategies to strengthen outcomes.
- d. Assists with developing and implementing program strategies and service that align with school partners and the mission of Youth First.
- e. Facilitates professional development, group supervision and individual or dyad supervision.
- f. Engages in supervisory capacity providing oversight in program fidelity, case record management, monthly report /data entry monitoring, and compliance with policy and procedure of Youth First and school partners.
- g. Identifies and mitigates risks and liabilities associated with the delivery of Student Assistance Program services and other evidence-based programs.
- h. Conducts annual job performance evaluations for designated school-based mental health professionals.
- i. Assists with evaluation protocols, measurement tools, and data collection in collaboration with evaluators.
- j. Supports evaluation report reviews, quality improvements, needs assessments, and program selection/adaptations.
- k. Recruits, hires, trains, and manages designated Youth First School-Based Mental Health Professionals and interns.
- l. Represents Youth First in the community and as a liaison with school and community partners – communicating, troubleshooting, collaborating and/or serving on relevant committees or coalitions.

- m. Submits reports and other documents as requested.
- n. Works with social workers to resolve coverage needs, schedule paid time off (PTO), and report sick days.
- o. Advises and supports the Director of Services and Assistant Director of Services and collaborates with other staff.
- p. Other duties as assigned.

REQUIREMENTS:

- Licensed Clinical Social Worker (LCSW), Master's Degree in Social Work or related field.
- School Social Work experience – three or more years (Youth First's social work model and programs preferred).
- Clinical experience working with children, adolescents, and families – five or more years.
- Clinical experience working with diverse socio-economic populations.
- Clinical supervision experience preferred.
- Demonstrated clinical experience in child development, trauma informed care, domestic violence/family distress, addictions, crisis management, behavior management, and evidence-based practice.
- Effective leadership, management, organizational, problem-solving, writing, and interpersonal skills.
- Devoted to ethical practice, professional development, and continuous quality improvement.
- Knowledgeable about school and student concerns, the community, and social service/mental health resources.
- Computer literacy, including Microsoft Office programs, spreadsheets, word processing, and web-based activities.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

SARAH AUDU

LICENSED CLINICAL SOCIAL WORKER

EDUCATION

MAY 2020

MASTER OF SOCIAL WORK, UNIVERSITY OF SOUTHERN INDIANA

Achievements: National Social Work Honor Society, MSW Club

DECEMBER 2017

BACHELOR OF SCIENCE, UNIVERSITY OF SOUTHERN INDIANA

Major: Psychology, Minor: Social Work

Achievements: cum laude, Distinguished Sophomore Award, USI National Cheerleading Team, Psychology Club

EXPERIENCE

SEPTEMBER 2020-PRESENT

CLINICAL SUPERVISOR, YOUTH FIRST, INC.

- Provide structured supervision of school based staff.
- Provide professional development for school based staff.
- Collaborate with schools and community resources on complex family and student needs.

SOCIAL WORKER, YOUTH FIRST, INC.

- Conduct individual and group sessions with students, addressing mental health needs and behavioral concerns, with the goal of helping them be more successful at school and home.
- Collaborate with parents and community resources to assist students and families with various needs, making referrals for mental health concerns and needed resources.

MARCH 2022-APRIL 2023

INPATIENT CLINICAL THERAPIST, BRENTWOOD SPRINGS

- Perform biopsychosocial assessments and create treatment plans with patients undergoing treatment for mental health and addiction issues.
- Utilize CBT, DBT, TFCBT, MI, and a variety of other therapy techniques during individual and group sessions with patients.
- Collaborate with a multidisciplinary team to address various aspects of treatment and aftercare for patients.

MAY 2018-JUNE 2020

PATIENT CARE ASSISTANT, BRENTWOOD SPRINGS

- Assisted patients and provided various levels of support regarding their mental health and well-being.

- Facilitated activities and groups for patients, which addressed various aspects of mental health and recovery from addiction.

AUGUST 2019-APRIL 2020

MSW INTERN, BRENTWOOD SPRINGS

- Conducted risk assessments and completed admission process for patients needing assistance with inpatient or outpatient care.
- Answered crisis calls from patients needing support with their mental health and recovery from addiction.

MAY 2019-AUGUST 2020

MSW INTERN, EVANSVILLE PSYCHIATRIC CHILDREN'S CENTER

- Collaborated with various clinicians in treatment team meetings to determine appropriate action steps for patient care.
- Assisted with therapeutic sessions in the individual and group setting, which had the goal of improving the mental health and behavioral concerns of children.

SKILLS

- Dependable
- Strong interpersonal skills
- Compassionate
- Honest
- Ability to build rapport quickly
- Collaborative
- Organized
- Flexible
- Detail oriented
- Excellent communication and listening skills
- Punctual

ASHLEY MANSHIP

WORK EXPERIENCE

Youth First, Inc.

Evansville, IN

Clinical Supervisor

01/2024 to Present

- Supervise school-based staff in regional school settings, facilitate individual and group supervision, provide professional development for school-based staff and school staff, consult with school-based staff on suicide assessments, monitor documentation and evaluation data.

Social Worker for Paoli Community Schools

01/2020 to 12/2023

- Provide crisis intervention services to students and families; Provide ongoing prevention services to students through one-on-one and/or small group; Provide community resource information/referrals to families; Provide SEL resources to teachers and conduct educational presentations in classrooms; Provide Professional Development services to staff; Attend and assist with IEP, manifestation, admin, and staff meetings; Collaborate with community partners (i.e. DCS, IHBS, Hoosier Uplands, LifeSpring) to assist with meeting students' and families' needs; Created, trained and implemented a Suicide Prevention plan for school corporation

Department of Child Services

Jasper, IN

Family Case Manager Supervisor

03/2012 to 01/2020

- Conducted staff and community Child Protection Team (CPT) meetings Trained Family Case Managers and conducted Child and Family Team Meetings with children and families; Assigned work to unit staff and ensured that Court Orders, Policy, and State and Federal guidelines were followed; Conducted Clinical Staffings and Reflective Practice Surveys reviewing actions taken by Family Case Managers for soundness of judgment and ensured appropriate steps were taken to protect children; Prioritized work to ensure deadlines were met including assisting Family Case Managers with ensuring safety of children; Conducted performance appraisals and maintained fact file for all assigned employees; Conducted interviews with applicants for vacant positions and made promotional and hiring recommendations to Appointing Authority; Assisted Family Case Managers on call after hours with difficult, emergency, life-threatening or other serious situations; Assisted with designing strategies to work with and recruit Resource/Foster Parents

SKILLS/LICENSURE

Indiana Licensed Clinical Social Worker - 1 year

Trained in Trauma Focused Cognitive Behavioral Therapy - 2 years

Trained in EMDR

Indiana Teaching License (Elementary Education/Special Education- Mild Intervention) - Expired

EDUCATION

IUPUI

Master's Social Work

Indianapolis 08/2016 to 05/2019

Vincennes University

Bachelor's Special Education/Mild Intervention and Elementary Education

Jasper 08/2008 to 05/2011

HEATHER J. MILLER, LCSW

EXPERIENCE

YOUTH FIRST– Evansville, Indiana

2014-current

Clinical Supervisor

- Provide structured supervision of school based staff.
- Provide professional development for school based staff.
- Collaborate with schools and community resources on complex family and student needs.

School Social Worker at Washington Middle School

- Manage a caseload of an average of 50 students to meet with on an individual basis for prevention services
- Provide universal programming in the form of classroom presentations
- Facilitate an average of 4 small groups per semester including Why Try?, Grief Group, and Social Skills
- Serve as a team member for MTSS, School Leadership, and Admin teams
- Assess safety of students in crisis and ensure safety of student(s) during crisis situations
- Refer students and families to community resources for various needs
- Communicate regularly with parents to update on progress of students and offer support as needed

ST. MARK'S LUTHERAN CHURCH- Evansville, Indiana

2011-2013

Youth Director/Administrative Assistant

- Created programs partnering with local schools to provide social skills education
- Counseled youth in regards to academic, family, and peer issues
- Recruited and supervised program volunteers, including Ivy Tech students completing placement hours
- Performed administrative tasks such as weekly creation of PowerPoints, bulletins, and newsletters

IVY TECH COMMUNITY COLLEGE- Evansville, Indiana

Adjunct Faculty

2007-Present

- Provide instruction to students in Academic Skills Advancement courses & Sociology
- Utilize various technological tools in order to facilitate online courses in Mathematics and Sociology
- Maintain and create syllabi, tests, assignments, and student records
- Served as an academic advisor during peak enrollment period in 2008
- Engage students through the use of various modalities to accommodate different learning styles
- Ensure academic integrity is maintained and address issues as necessary

EVANSVILLE PSYCHIATRIC CHILDREN'S CENTER-Evansville, Indiana

Psychiatric Social Worker

2003-2006

- Managed a caseload of approximately six to eight children hospitalized for psychiatric needs
- Conducted therapy in individual, group and family settings to educate patient(s) and families
- Developed treatment plans, social histories, and progress notes per patient
- Collaborated with interdisciplinary team to ensure quality, comprehensive treatment was provided to each patient
- Led trainings on crisis management and various diagnoses

IVY TECH COMMUNITY COLLEGE- Evansville, Indiana

Academic Skills Desk Tutor / Adjunct Faculty

2002-2003

- Oversaw tutoring of students enrolled in basic mathematics courses
- Provided proctoring services for students and instructors
- Instructed students in Basic Algebra, and College & Life Success Skills

EDUCATION

Master of Social Work

University of Southern Indiana, Evansville, Indiana

Conferred July 2003

Bachelor of Arts in Sociology

University of Evansville, Evansville, Indiana

Conferred May 2001

ADDITIONAL TRAININGS

- 4-MAT Teaching Methods
- Teaching in the Learning College
- Online Teaching Certification
- Mind in the Making
- Borderline Personality Disorder
- Play Therapy
- Anxiety Disorders
- Sensory Integration Issues
- Grant Writing
- ASIST Suicide Prevention Training
- QPR Suicide Prevention Training
- Dialect Behavioral Therapy Training
- Certified Autism Spectrum Disorder Clinical Specialist (ASDCS)



POSITION DESCRIPTION: DIRECTOR OF FINANCE

Purpose:

The Director of Finance is responsible for financial functions that support Youth First's mission. The primary purpose of this position is to manage the organization's financial accounting and forecasting, grant and contractual agreements, and other accounting needs. Youth First offers a competitive salary and benefits package. This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

Vice President of Operations

Roles & Responsibilities:

- a. Conduct and/or oversee all bookkeeping activities, including payroll, deposits, bank and investment accounts, restricted and unrestricted funds, accounts receivable, and accounts payable.
- b. Conduct and/or oversee reconciliation of bank accounts monthly and investment accounts quarterly.
- c. Allocate and reconcile restricted funds by the 15th of each month.
- d. Invoice grants and contracts by the 13th of each month.
- e. Ensure completion of monthly financial statements by the 15th of each month and Fiscal Year-End financial statements by the 15th of August.
- f. Manage investments and other assets in accordance with the policies of the organization.
- g. Develop annual budget and manage expenses accordingly.
- h. Prepare budgets and financial reports for grants, contracts and other proposals.
- i. Prepare financial forecasts and assist with strategic planning.
- j. Establish and maintain business relationships with accounting vendor, financial institutions, auditor, insurance agents, and other vendors.
- k. Provide staff support for Finance Committee and Board Treasurer, including planning and notification of meetings and preparing agendas, minutes, reports, and goals.
- l. Ensure compliance with all local, state, and federal requirements related to accounting, taxes, and charitable status.
- m. Prepare and maintain records for audits and respond to the auditor's needs.
- n. Follow and review internal controls, policies and procedures and recommend revisions as needed.
- o. Supervises Accounting Manager and Finance Assistant.
- p. Direct or assist with special projects and initiatives as assigned.
- q. Assist with fundraising activities and special events.
- r. Represent Youth First at community events as needed.

- s. Participate in Board, Executive, Audit & Risk, Finance, and Strategic Planning meetings.
- t. Advise VP of Operations and President & CEO.
- u. Other duties as assigned

REQUIREMENTS:

- Bachelor's Degree in Accounting or Finance is required. Master's Degree in Business Administration and/or CPA preferred.
- Three years of experience in accounting. Fund accounting experience a plus.
- Experience managing federal grants a plus.
- Experience supervising others to achieve results.
- Demonstrated leadership skills
- Strong organizational skills
- Effective communicator (oral and verbal)
- Attention-to-detail
- Accountable
- Flexible
- Ability to facilitate relationships and work collaboratively to achieve common objectives
- Ability to think strategically and manage finite resources
- Able to work both independently and with a team
- Reliable, hard-working, and honest
- Proficiency in QuickBooks, Microsoft Word, Excel

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

Jackie Cooper-Galey, CPA

EDUCATION

Bachelor of Science in Accounting

University of Evansville

- Magna cum laude
 - GPA: 3.8
-

EXPERIENCE

Director of Finance | Youth First, Inc. | 2020 – present

Oversee all organizational financial activities to ensure it stays in strong financial standing. Direct/prepare all financial reports, ledger reviews, and allocation of funds to various departments and implementing company financial policies. Direct and supervise the accounting system and financial function of the organization. Establish and oversee all internal financial controls and coordinate audit processes. Ensure compliance with local, state, and federal government requirements.

Tax & Accounting Manager | Kemper CPA Group, LLP | 2014 - 2020

Worked in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Offered a full range of services, including income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation.

Controller | The Heart Group | 2013 - 2014

Overall authority for the financial operation of the operation, budget preparation, and monthly closing of books, account reconciliation, and complex calculation of physicians' salaries and bonuses. Prepared workpapers necessary for completion of partnership tax returns. Managed accounting, IT, and facilities management staff.

Director of Accounting | University of Evansville | 2008 - 2013

Managed University endowment accounts and reconciliations. Supervised accounting staff. Oversaw accounts payable function and approved all invoices. Audited University P-cards to ensure compliance. Prepared workpapers for the annual financial statement audit and assisted Controller with preparation of the University's form 990. Performed monthly closing procedures and prepared monthly financial statements.

Controller | Physicians' Health Group, LLP | 2002 - 2008

Led setup of all financial procedures for start-up. Implemented proper accounting/internal controls. Developed financial reporting system for Board of Directors. Performed cost analyses for capital purchases and employee benefits. Oversaw accounts payable function. Reviewed and verified the accuracy of all journal entries and accounting classifications. Maintained fixed asset records. Aided office managers in physician practices in all aspects of accounting cycle. Prepared all workpapers for annual tax return preparation.

Staff Accountant | Olive, LLP/BKD, LLP | 1999 - 2001

Prepared individual tax returns. Worked on not-for-profit audit team completing annual financial statement audits and each client's form 990. Worked with a wide variety of not-for-profit clients and kept excellent client relationships.

SKILLS

- Financial reporting
- Tax compliance
- Tax preparation
- Management
- Client relations
- GAAP



POSITION DESCRIPTION: HUMAN RESOURCES DIRECTOR

Purpose:

The Human Resources Director leads and directs the HR related functions of the organization, including recruiting, compensation, benefits, leave administration, employee relations, and partnering with leadership and the Board of Directors to develop and implement the organization's policies and practices.

Reports To:

President & CEO

Remote Work Eligibility:

This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Roles & Responsibilities:

Human Resources Functions

- a. Partner with the President & CEO and senior leadership team to understand the organization's vision and future plans to ensure HR policies, programs and processes are in place to meet or exceed expectations of candidates, employees, managers, and the Board of Directors.
- b. Develop and implement HR related processes to support recruiting and onboarding, compensation, benefits, leave administration, employee relations, and policy and procedure administration.
- c. Lead the selection process, implementation, and oversight of competitive employee benefits programs including medical, dental, vision, life, supplemental insurance, and 401k retirement plan.
- d. Maintain compliance with federal, state, and local employment laws and regulations.
 - Ensure compliance with required record keeping and reporting, including submitting required reports for FMLA, Worker's Compensation, Affordable Care Act reporting, Affirmative Action reporting and 401k census filings.
 - Ensure all employment files are accurately maintained and retained per federal, state and local requirements.
- e. Partner with the Controller to implement and effectively utilize a comprehensive payroll and HRIS solution.
- f. Provide timely and effective communication, support and guidance to employees and managers regarding all HR matters, questions, and issues.
- g. Partner with managers to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- h. Develop, implement and administer an effective performance management process.
- i. Create and implement a leadership development and succession planning process across the organization.

- j. Maintain the organization's employee handbooks containing employee policies and oversee the periodic review of the handbooks and update accordingly.
- k. Develop and implement effective onboarding and offboarding processes to ensure employees are treated well when joining and exiting the organization.
- l. Perform other duties as assigned by President & CEO.

Volunteer Support Functions

- a. Serve as the staff liaison for the Human Resources Committee in performing its key advisory role regarding human resources matters, as outlined in the committee's charter and goals. Support includes scheduling meetings, planning meeting agendas, preparing minutes, communicating with committee members, and following up on action steps.
- b. Attend meetings of other board-level committees and Board of Directors meetings, as requested by senior leadership.
- c. Perform other volunteer support duties as assigned.

Management Functions

- a. Screen, hire, equip and manage the Human Resources Specialist.
- b. Oversee the daily workflow of all human resources matters.
- c. Perform other management duties as assigned.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- SHRM-CP or SHRM-SCP certification highly desired.
- Ten or more years of professional HR experience preferred.
- Thorough knowledge of employment laws and regulations.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality.
- Experience implementing and using HR Information Systems a plus.
- Skill and accuracy using Microsoft Office, databases, and other computer software to create, manage and prepare documents, spreadsheets, and presentations. Advanced skill using Microsoft Excel a plus.
- Able to handle multiple jobs and responsibilities simultaneously.
- Ability to work both as a member of a team and independently.
- Flexibility to adjust work schedule occasionally to start as early as 7:00 a.m. or work evening or weekend hours if needed.
- Licensed and insured driver with personal vehicle that can be used for business purposes.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

JULIE A. EAGAN, PHR

PROFESSIONAL EXPERIENCE

YOUTH FIRST, INC. Evansville, IN

03/2024 – Present

Human Resources Director

- Partner with leadership to develop and implement policies and procedures
- Manage the recruitment and onboarding process
- Implement and oversee competitive employee benefit programs
- Develop and administer an effective performance management process
- Create and implement a leadership development and succession planning process across the organization
- Administer the compensation, benefits, leave of absence, employee relations and recognition programs
- Serve as the liaison for the Human Resources Committee, schedule meetings and determine meeting agendas, follow up on action items

TRI-STATE COLORECTAL GROUP, LLC, Evansville, IN

05/2023 – 03/2024

Practice Administrator

- Recruited to manage the Practice – staff, financials, operations
- Recruitment, onboarding, employee relations, performance management
- Implement changes as needed
- Ensures compliance with all regulations
- Reviewed and modified employee handbook and communicated to all employees.
- Achievements:
 - Previous Manager walked out and would not assist so had to gain access to all systems and learn them myself in order for the office to function.
 - Fostered teamwork and cross training in the office to ensure the issues that occurred previously don't happen again

WESTERN GREEN, formerly North American Green, Evansville, IN

02/2021 – 05/2023

Human Resources Director

- Served as HR Point of Contact for five facilities across the US
- Supervised HR employees and administrative support staff at all sites
- Achievements:
 - Completed total overhaul of employee handbook with management input, rolled out to all facilities and trained all plant managers on the changes that were made
 - Prepared for acquisition of competitor company by developing initial communication presentation and benefit presentation for the acquired employees, traveled to the sites to do the onboarding and answered employee questions to ensure a smooth transition
 - Prepared for a significant safety audit that resulted in a score of 98.6%
 - Implemented an H2B (seasonal) program successfully at 2 of the sites

KAHN, DEES, DONOVAN, AND KAHN, Evansville, IN

12/2018 – 01/2021

Human Resources / Office Manager

- Served as sole HR professional for 80 employees (30 attorneys)
- Supervised 2 receptionists, 2 support staff and 14 legal assistants; Oversaw and managed the Subrogation Department
- Facilitated monthly personnel meetings and prepared/presented at monthly Partner meetings
- Responsible for compensation/benefits administration, employee relations, and facilitated the performance management process
- *Achievements:*
 - Coached and mentored Subrogation department employees to transform into a more cohesive, efficient department
 - Influenced the Partners to begin doing employee meetings to update them on the state of the Firm as well as other employee engagement activities
 - Changed the culture to one that is more engaging and supportive from a primarily disengaging and negative culture

PROFESSIONAL EXPERIENCE (CONT'D)

EVANSVILLE VANDERBURGH AIRPORT AUTHORITY, Evansville, IN 08/2018 – 12/2018

Human Resources / Accounts Payable Associate

- Handled all HR related issues
- Researched and managed workers compensation claims
- Administered Compensation and Benefits program
- Suggested changes to the Employee handbook
- Took minutes at board meetings and transcribed for public posting
- Performed accounts payable functions/printed and mailed payments

NORTH AMERICAN GREEN, LLC, Poseyville, IN 03/2007 – 06/2018

Human Resources Manager

- Served as HR Point of Contact for four facilities across the US
- Handled all employee claims, including performance-based and harassment incidents
- Devised and utilized hiring and on-boarding policies
- Performed analysis and made modifications on compensation and benefits policies to establish competitive programs
- Safety Team Leader and coordinator of all safety training and initiatives throughout the company
- *Achievements:*
 - Implemented employee engagement and training programs for employees that contributed to a reduction in turnover by 50%
 - Conducted satisfaction survey and feedback sessions to determine overall morale and areas needing improvement
 - Led a team to find and successfully implement a goal-oriented performance management tool
 - Researched insurance carriers and benefit options that met the needs of our employees while reducing costs by 20% to the company

TRI-STATE ORTHOPAEDIC SURGEONS, INC., Evansville, IN 02/2005 – 03/2007

Compliance Officer / Human Resources Manager

- Managed two departments and an administrative assistant
- Developed and implemented the healthcare compliance program from beginning to end

EDUCATION

UNIVERSITY OF SOUTHERN INDIANA, Evansville, IN

Master of Science – Industrial Management

Bachelor of Science – Business Administration, emphasis in Human Resources

AFFILIATION

- Member, Society of Human Resource Management, 2012 to Present



POSITION DESCRIPTION: GRANTS MANAGER

Purpose:

The Grants Manager is responsible for managing all sustainability efforts involving competitive grant awards in order to secure financial resources for Youth First and to ensure compliance with award agreements and grants management best practices. The Grants Manager oversees the Grants Coordinator.

This position is eligible for consideration of a remote work agreement (up to 2 days per week) once the employee has demonstrated the ability to perform essential job functions independently and satisfactorily.

Reports To:

Vice President of Philanthropy

Roles & Responsibilities:

1. Fundraising

- a. Develop, write, assemble, and submit compelling grant requests, including letters of intent, proposals, budgets, timelines, logic models, reports, and slide deck presentations to foundations, corporations, and other grant-making entities.
- b. Lead the process to plan, implement, and evaluate the agency's overall grants pipeline through monthly strategy meetings and regular reports to ensure Youth First has an appropriate pool of funders to achieve short and long-term fundraising goals.
- c. Collaborate with all agency teams (development, program, and operations) to assemble and translate information needed to fulfill grant submission and award requirements such as programmatic reporting metrics, evaluations, testimonials, and budgets.
- d. Meet grant submission and report deadlines according to the instructions and expectations of each grant-maker.
- e. Research and identify grant opportunities; equip and support other agency fundraisers to successfully prospect new grants.

2. Writing

- a. Capture the agency's history, mission, model, activities, values, and vision in memorable language that aligns with or improves on existing narrative. Invite and edit a continuous stream of new testimonials in accordance with fundraising best practices and mental health professional protocols.
- b. Manage a continually shifting stream of research, data, and other information to make the case for funding Youth First, including healthy youth development and risky behaviors, mental health, substance abuse, evidence-based prevention, social services, education, and workforce development.
- c. Stay abreast of developments within the foundation, corporate, and government sectors to provide support, advice, and guidance regarding funding opportunities, terminology, and trends.
- d. Support the writing of other agency publications and communications.
- e. Maintain the Youth First narrative bank and quotes/stories bank.

3. Management

- a. Manage agency compliance regarding grant agreements, including document storage and retrieval, signatures, expenditure reporting, etc.
- b. Establish and maintain professional relationships with foundation contacts and program officers and, if needed, represent and articulate agency positions regarding services, evaluation methods and outcomes, sustainability, etc.
- c. Oversee the Grants Coordinator's management of the agency grants calendar of deadlines, the agency grants database of records and reports in Salesforce, OneDrive, and Windows, all signed grant agreements, and the grants team toolkit of common attachments.
- d. Collaborate with Philanthropy Assistant, Communications Manager, and other staff to ensure prompt acknowledgement and appropriate recognition of awarded grants.
- e. Manage the utilization of contracted grant writers as needed for special projects.

4. Other Assignments

- a. Attend Youth First leadership meetings as directed.
- b. Participate fully in Philanthropy Team events and activities as directed.

REQUIREMENTS:

- Bachelor's degree preferred.
- At least 2 years of grant writing experience.
- Superior writing and editing skills as shown in writing samples or published work.
- Detail oriented with close attention to accuracy in narrative prose, project budgets, and behavioral health data.
- Strong project management skills.
- Ability to communicate effectively with a wide range of personal styles and work across functional areas to further agency goals and objectives.
- High-level computer literacy and proficiency with online research, web-based grant applications and the MS Office suite of software applications. Experience using Salesforce software a plus.
- Knowledge of basic fundraising strategies a plus.
- Ability to maintain composure, productivity, and meet deadlines in a fast-paced environment.
- Knowledge of Indiana donor market and Youth First is a plus.
- Requires travel as needed to business meetings within Youth First footprint.

EQUAL EMPLOYMENT OPPORTUNITY:

Youth First will not discriminate in recruitment, hiring, assignment, evaluation, promotion, discipline, termination, or any other employment action on the basis of any characteristic or class, which is now or may in the future become protected by law. Employment with Youth First is based solely on qualifications and competence for the particular position to be filled. Since such qualifications and competencies are not peculiar to any type or class of individuals, and since Youth First recognizes the value of a diverse workforce, there will be no discrimination in employment decisions and actions on the basis of age, race, gender, color, national origin, disability, religion, marital status, or sexual orientation.

LAUREN SMITH

EDUCATION

M.B.A. Marketing & Business (May 2024)

University of Southern Indiana | 4.0 GPA

Master of Public Administration (2020) *Nonprofit Administration*

Concentration University of Southern Indiana | 4.0 GPA

B.A. Psychology, Art Minor (2013)

University of Southern Indiana | 4.0 GPA

B.A. Spanish Studies (2013)

University of Southern Indiana | 4.0 GPA

WORK EXPERIENCE

GRANTS MANAGER

Youth First, Inc. | Evansville, IN | May 2023 to Present

- Develop, write, assemble, and submit compelling grant requests - including letters of intent, proposals, budgets, and presentations - to foundations, corporations, and other grant-making entities
- Collaborate with program and finance teams on grant submission requirements, such as programmatic reporting metrics, evaluations, budgets, and financial reports
- Produce and submit grant progress and impact reports according to instructions of each grantor
- Establish and maintain professional relationships with foundation contacts and program officers
- Meet grant submission deadlines and expectations according to the instructions of each grant-maker
- Utilize Salesforce CRM system to run reports and track grant prospects, deliverables, awards, reporting, progress, and funding history

MARKETING DIRECTOR

Woods and Woods, LLC | Evansville, IN | Feb 2023 to Mar 2023

ASSISTANT DIRECTOR, ALUMNI ENGAGEMENT AND VOLUNTEER USI

University of Southern Indiana | Evansville, IN | Oct 2019 to Feb 2023

COMMUNICATIONS COORDINATOR

Alcoa Warrick Operations | Newburgh, IN | Jan 2018 to Oct 2019

FREELANCE MARKETING COORDINATOR

Ascension St. Vincent Hospital | Evansville, IN | Apr 2017 to Dec 2017

MARKETING AND COMMUNICATIONS GRADUATE ASSISTANT

University of Southern Indiana, Alumni Engagement and Volunteer USI | Evansville, IN | Aug 2015 to Dec 2017

COMMUNICATIONS AND PUBLIC AFFAIRS ASSISTANT

Alcoa Warrick Operations | Newburgh, IN | Jul 2015 to Dec 2017