



Eileen Donoghue
City Manager

July 5, 2018

Mayor William Samaras
and
Members of the City Council

RE: Sustainability Council Appointment


Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Chapter 9, Article XI, §9-40, I am appointing Sreykov Vary Colwell, 465 School Street, Lowell, MA 01851 to a two year term to the Sustainability Council which term shall expire on July 10, 2020 or until such time thereafter as a successor is appointed and qualified.

Under the above-referenced code, confirmation by the City Council is required for this appointment. I have attached her resumé for your review.

I would be happy to answer any inquiry you may have concerning this appointment.

Very truly yours,


Eileen M. Donoghue
City Manager

Encl.

cc: City Clerk
City Council
City Auditor
Human Relation Manager

MIS
Sustainability Council
Diane Tradd Asst. City Mgr/Dir DPD

Boards/sustainability

PROGRAM MANAGER / COMMUNITY OUTREACH

Resourceful and enthusiastic professional with a determined interest in fostering clients' cognitive and social growth in the community. Accomplished in creating curriculum or activities, overseeing daily operations, and documenting program development. Takes on administrative challenges with the perspective of maintaining a highly organized operation. Committed to connecting with all local social services agencies to better offer wrap-around assistance to all constituents. Energetic, adaptable and brings a positive attitude and a passion for success to each new day.

Program Management ☞ Community Networking ☞ Innovative Programming Ideas
Social Service Referrals ☞ Diverse Populations ☞ Mentoring
Documentation & Reporting ☞ Staff Coordination ☞ Bilingual: English/Khmer

PROFESSIONAL EXPERIENCE

PROGRAM & OUTREACH MANAGER

Cambodian Mutual Assistance Association, Lowell Massachusetts

2016 – Present

Directed several programs serving a diverse population including youth, young adults, adults and the elderly. Oversaw program operations including planning, budgeting and curriculum/activity development. Coordinates program staffing, documentation and promotion. Serves a liaison for other local social service agencies.

Program Management

- Manages the daily Cambodian After-School Program consisting of about 44 students that promotes educational and social growth of young children.
 - Developed program activities and curriculum to help foster student development. Activities included homework tutoring, language classes, dance and music
 - Coordinated with staff to oversee program offerings and to find the best use of staff talents
 - Assisted parents with issues related to children and directed families to the most appropriate service agency
 - Worked directly with children and parents to retain personal contact with clients and see first-hand progress of program goals
- Directs “Young Professionals” program to launch young adults into leadership roles and career opportunities.
 - Over the course of 2 years, this program has served 20 individuals with 100% graduating students attending college at the end of the program
 - Created opportunities and activities to motivate young adults to achieve confidence and ambition to achieve life goals beyond their expectations, discovering hidden talents and building positive self-esteem.
 - Sought and facilitated mentors to assist students in the career and personal progression

- Manages the “Rising Stars!” summer youth program that hosts ~85 children for an exciting six-week summer camp. Re-started program from scratch after program was idle for several years.
 - Organized a large group of Senior and Junior Counselors that assisted the youth in daily programs.
 - Plans field trips and activities while maintaining a tight budget constraint
 - Reaches out to local individuals to attend the program and demonstrate different career or artistic occupations during Meet Your Local Hero’s Day

Administrative

- Assists Executive Director and runs organization in his absence, facilitates employee weekly meetings, attend meetings with community partners and events that aligned with our mission to serve our constituents
- Continually promotes activities and programs throughout city. Created promotional materials and dispensed to local agencies.
- Interviews, hires, and evaluates staff, volunteers, and youth interns on a regular basis. Created an employee and medical handbook for summer program
- Tracks and documents all program numbers in MS Excel or Apricot Database. Maintains highly organized records across multiple programs
- Manages and coordinates staff who run the afterschool program. Planned curriculum and activities for afterschool, young professionals, and Rising Stars Sports & Leadership Summer programs

Community

- Reached out to local agencies to better understand services and to promote CMAA’s message and offerings
- Recruited new students from Lowell School system for employment in Civic Engagement and to participate in Young Professionals Leadership Program. Tracks and maintains student attendance and community service hours
- Organized Flapjack Fundraiser & Gatsby Event with Young Professionals
- Started a small library, coordinate a book nook and a community garden at CMAA location. Participated in Lowell Youth Development Collaborative, Non-Profit Alliance of Greater Lowell, Lowell Highland Neighborhood Group, Cultural Competency Task Force and Greater Lowell CHIP Process
- Continually attends regional and local meetings to maintain an understanding of issues and to add input from personal experiences. Meeting regularly include:

LYDC

Lowell Police Department

LECAC

Boston Basics Task Force

Early Childhood Dept, Lowell Public Schools

Your Voice Matters, Project Learn

National Night Out

Lowell Highlands Neighborhood Group

Non-Profit Alliance of Greater Lowell

The Cultural Competency Task Force

Lowell Sustainability Council

Community Safety Day on the Hill

Language Access w/ Asian Pacific Islanders Civic

Action Network

PROFESSIONAL TRAINING

Core Certificate Program, Institute Non-Profits, Tufts University, Lowell, MA, 2017
Fundraising 101, Bringing Your NP Employee Handbook to Life, Build a Strong Volunteer by Enterprise Bank
CPR, First Aid Training, Trinity, Lowell, MA, 2017
Suicide Prevention - QPR Certification Training, Commonwealth of Massachusetts, Framingham, MA, 2016
Bully Prevention Workshop, Webinar, 2016
Empower: Building Leaders, Strengthening Communities Workshop by Lowell Alliance (LA) & Coalition for a Better Acre (CBA), 2017
Dismantling Power Structures & Empowering Youth by Youth In Action Providence Rhode Island.
2017 & 2018 2 Conference with New England Secondary School Consortium CT & RI

COMMUNITY SERVICE

Secretary, Friends of Tyler Park, Lowell, MA, 2017 - present
Volunteer, The Lowell Kinetic Sculpture Race, 2017
Collaborated with City Election Office to establish CMAA as an Early Voting-Pole Location.
Social Innovation Forum Cohort Outing
Event Volunteer, Angkor Dance Troupe performances 2017
Event Volunteer, Merrimack Repertory Theatre 2017
Volunteer, Lowell Folk Festival 2016 & 2017
Hosted program for Lowell Kids Week 2016, 2017
Flowers Arrangement for Lowell Women's Week at Element Care 2016, 2017

OTHER WORK EXPERIENCES

Preschool Teacher, KinderCare Learning Center, Westford, Massachusetts; Nashua, NH, 2012 - 2016
Paraprofessional, Newmarket School District, Newmarket, NH, 2009 - 2012
Educational Technician, Monarch School of New England, Rochester, NH, 2004 - 2009

EDUCATION

Coursework, Keene State University, Keene, NH
High School Diploma, Contoocook Valley Regional High School, Peterborough, NH