



Application for Appointment to Boards, Committees, and Commissions  
City and Borough of Sitka

Board/Commission/Committee: Health Needs and Human Services  
Name: Jennifer Herrera Daytime Phone: [REDACTED]  
Address: [REDACTED] Sitka AK 99835 Evening Phone: [REDACTED]  
Email Address: [REDACTED] Fax Number: [REDACTED]  
Length of Residence in Sitka: 2 months Registered to vote in Sitka? ☒ Yes ☐ No  
Employer: Sitkans Against Family Violence  
Organizations you belong to or participate in:  
HOPE Coalition

Explain your main reason for applying:

I was approached by 2 members of the commission who encouraged me to apply.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have an extensive background in working with the homeless, incarcerated adults, disadvantaged youth, victims of DV and sexual assault, etc...

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

N/A

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 1/16/18 Signature: [Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☐ No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

Melissa Henshaw  
Deputy Clerk/Records Specialist  
100 Lincoln Street  
Sitka, AK 99835

Assembly Members,

I hereby submit my application to fill the vacancy on the Health Needs and Human Services Commission for the City and Borough of Sitka. As a newcomer to Sitka, I do not pretend to be the most knowledgeable person in the city as to the Health Needs and challenges faced by the good people of this community but I can say that I bring an open mind, a listening ear, and a life of experience working for and with people from all walks of life. My life's focus has been one of service to the community and improving living conditions for everyone within the communities I serve.

As a professional woman of color, I have had the good fortune to see many different facets of life including: growing up in a working class community, attending the University of California at Davis, living abroad in the UK as the spouse of a US Air Force enlisted member, working in a county jail with incarcerated men and women, working in a maximum security prison, teaching English as a second language to immigrants and refugees, serving as an aide and policy advisor to State and Local elected officials, working to end poverty and advance academic achievement for children and families experiencing homelessness, traveling throughout rural southeastern Colorado to learn about the challenges faced by small rural communities, and finally traveling here to live in Sitka to combat domestic violence and sexual assault and provide shelter and services for survivors. All of these experiences have put me in the unique position of having seen life from many perspectives. I believe this is a strength that I can bring to the commission.

I understand that not everyone shares the same view of the world and that people's needs and wants can differ. I also understand that the most well intentioned public policy can have unintended consequences that can adversely affect a community. Life has humbled me and I understand that in order to be effective in serving in any capacity, I must bring an open mind, a listening ear and a well-intentioned heart to everything I do.

Thank you for your consideration. I have included my resume for your convenience. I can be reached at 907-747-3490 during normal business hours.

Jennifer Herrera  
Executive Director, SAFV

# Jennifer Herrera

716 Biorka St Unit B, Sitka, AK 99835 • [Jherrera@safv.org](mailto:Jherrera@safv.org) 747-3490

## **Bilingual Executive Director, Community Advocate, and Educator**

### **Education and Training**

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*M.Ed. Curriculum and Instruction*; National-Louis University; 4.0 GPA 1998

*B.A. Comparative Literature*; University of California at Davis, 1990-1995

*Intensive Russian Language*; University of California at Berkeley, 1994

### **Skills**

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- Bilingual in English & Spanish
- Project Management -- Extensive experience managing projects, staff, volunteers and campaigns
- Communications specialist -- newsletter distribution, website design and media relations
- Legislative Aide/Public Policy Advisor -- Extensive legislative knowledge and policy experience
- 20+ year educator and trainer -- course development and delivery

### **Selected Accomplishments**

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- Successfully grew non-profit budget, programs, staff and volunteer network surpassing all expectations and greatly expanding services to the community
- Successfully recruited, trained and supervised new staff and hundreds of volunteers to run all programs for non-profit organization
- Strategic Planning and Execution (under budget) as Executive Director for non-profit organizations
- Founding board member multiple statewide and local non-profit organizations

### **Executive Experience**

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**Executive Director**; Sitkans Against Family Violence; Dec 2017-Present

SAFV provides empowerment-based safety and advocacy services to victims and survivors of domestic and sexual violence and promotes a community of non-violence and respect.

**Interim President/CEO**; Action 22, Inc.; 2016

Action 22 is the only regional advocacy organization in southern Colorado. It is a volunteer-driven membership organization of individuals, cities, communities, counties, associations, businesses and organizations in a 22 county region, banding together to give voice to southern Colorado and in shaping the policies for southern Colorado. Action 22 represents a 36,530 sq. mile area (35% of the state) consisting of 850,000 citizens, 19.5% of the state's population.

**Interim Executive Director**; Aurora Human Rights Center; 2014

Managed facilities for a non-profit human rights center housing multiple agencies. Worked with city, school district and non-profit directors to collaborate on launching a collaborative welcome center for immigrant and refugee families in Aurora. Hired and supervised custodial staff to maintain building cleanliness and code adherence.

# Jennifer Herrera

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## **Executive Director;** Colfax Community Network Inc.; 2010-2013

CCN's programs include: After School and Summer Camp Programming for 30 homeless children; Summer Food and Recreation program serving, meals and providing safe places to over 600 children M-F all summer long; Access to Services program providing direct assistance to those living in hotels and motels along Colfax Avenue; Food and Clothing Pantry serving 400 clients on a monthly basis, and Emergency Services for numerous clients on an as needed basis. Wrote all grants. Increased annual budget over \$100k in three years. Increased in-kind donations by \$250k. Expanded all programs. Increased staff from 2 to 7.

## **Other Professional Experience**

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### **Small Business Owner;** RHA Solutions, LLC; 2007-2011

Public Relations firm specializing in short term campaigns, graphic design, marketing and fundraising. Designed campaign plans, print mailers and messaging strategy for both candidates and issues campaigns. Campaigns ranged in size from small local elections, Congressional District-wide campaigns to a statewide campaign for U.S. Senate.

### **Policy Director;** State of Colorado; Sen. Brandon Shaffer; 2009

Policy team lead/lead researcher on Education Policy. Monitored Long Term Fiscal Stability Interim Committee and Interim Committee on School Finance.

### **P/T Front Desk Manager;** Colorado's Pro Gym; 2014-2017

### **P/T Cook;** Fit Foods 4 U; 2015-2016

### **Legislative Aide/Policy Advisor;** State of Colorado; Rep. Mark Ferrandino; Sen. Moe Keller; 2006-2009

## **Organizing Experience**

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### **Co-chair;** Cherry Creek Community Legislative Network; Cherry Creek School District; 2009-2011

The committee promotes awareness of education issues, legislation and the legislative process.

### **Chair;** Colorado Democratic Latino Initiative; Denver, CO; 2009-2011

An initiative of the Democratic Party designed to increase the political participation of Latinos.

### **First Vice-Chair;** Arapahoe County Democratic Latino Initiative; Denver, CO; 2008-Present

Successfully organized fundraising and events in Arapahoe County to foster increased understanding between communities.

### **Communications Director/Founding Board Member;** Colorado Latino Forum; 2008-2009

The mission of the Colorado Latino Forum is to advance the political, social, educational and economic strength of Latinas and Latinos.



## Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15 10/24/17	10/14/17 10/24/20	<b>CHAIR</b>
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15 11/7/17	10/28/17 11/7/20	<b>VICE CHAIR</b>
JEFF ARNDT 207 Cedar Heights	738-2025 queenmab@gci.net	11/11/15	11/11/18	
BARBARA KENDALL 206 Park Street	738-1808 bekendall40@yahoo.com	8/23/16	8/23/19	
MELISSA VIATOR PO Box 2298	845-667-9552 melissaviator1@gmail.com	9/13/16	9/13/19	<i>Resigned 11/12/17</i>
VERA GIBSON 107 Rudolph Walton Circle	747-3636 x224 w 738-0812c vgibson@scpsak.org	10/24/17	11/22/19	<i>Treas term</i>
MARTHA PEARSON 814 Charles Street	738-2534 marthap@searhc.org	11/7/17	12/8/18	<i>Gray's term</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Richard Wein PO Box 2424	738-0577 assemblywein@cityofsitka.org			Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 2<sup>nd</sup> Wednesday of the month; noon at Harrigan Centennial Hall, 330 Harbor Drive – Meetings are to be held no less than four times per year.

Revised: November 16, 2017