

From: noreply@civicplus.com
Sent: Sunday, June 6, 2021 11:02 PM
To: Website DL - Clerk's Office; Valerie Bernardo; Chadrick Smalley
Subject: [External] Online Form Submittal: Board / Committee / Commission Application

Board / Committee / Commission Application

PERSONAL INFORMATION

Full Name:* Courtney Welch
Email Address:* [REDACTED]
Gender: Female

Please specify the Board, Commission or Committee you are applying for:*

[Housing Committee] V

Which position on the Advisory Body are you applying for?*

[Resident (94608)] V

I am currently a member of the above Committee, and am seeking reappointment.*

☐ Yes ☒ No

If you are seeking re-appointment, has any of your information changed within the last 12 months?

If your answer is yes, please complete the rest of this form. If your information has not changed within the past 12 months, please only enter your name and email information above. You do not need to complete the remainder of this form.

☐ Yes ☒ No

RESIDENCY / EMPLOYMENT INFORMATION

Home Address: [REDACTED] **City:** [REDACTED] **State:** [REDACTED] **Zip Code:** [REDACTED]

Home/Cell Phone Number: [REDACTED]

How long have you lived in Emeryville?

Place of Employment:

Bay Area Community Land Trust

Occupation:

Director of Policy and Communications

Business Address:

City:

Berkeley

State:

CA

Zip Code:

Business Phone Number:

How long have you worked in Emeryville?

N/A

Upload Your Résumé:

[REDACTED]

EDUCATION / EXTRACURRICULAR INTERESTS

High School:

College:

Trade or Business School(s):

Other Interests:

ADVISORY BODY EXPERIENCE / INFORMATION

Are you currently serving on other Boards, Commissions or Committees?

☒ Yes ☐ No

Have you served on a Board, Commission or Committee before?

☒ Yes

☐ No

Please list all past and current City of Emeryville advisory boards.

N/A

Please list any past and current board, commission or committee memberships outside of Emeryville.

Alameda County Housing and Community Development Advisory Board Alameda County Commission on the Status of Women Alameda County Public Health Commission (Former) City of Oakland Community Policing Advisory Board (Former)

Please list all organization memberships and positions held.

Please list any relevant work and volunteer experience.

Why are you interested in serving on this Board, Commission or Committee?

As a new resident, I want to take this opportunity to contribute to my new community and use my professional background and personal passion for the Housing Committee.

PLANNING COMMISSION APPLICANTS ONLY

Please provide a short (300 words or less) statement discussing your ideas and attitudes about planning in Emeryville. Please consider issues such as traffic, industrial and commercial development density, affordable housing, maintaining community diversity and jobs/housing balance.

Courtney Welch

Experienced community advocate that specializes in public/community affairs, public policy, organizing, coalition building, project management, operations, policy creation, communications, and research.



EXPERIENCE

Bay Area Community Land Trust — *Director of Policy & Communications*

April 2021–Current

- First point of contact for the organization to the public.
- Strategically building relationships with media.
- Builds and maintains relationships with partners, state and local officials, & funders.
- Daily management and engagement of online platforms, social media, and websites.
- Works alongside the Board of Directors and fellow staff to facilitate projects and tasks.
- Monthly newsletter and member communications.
- Works in partnership with other organizations to advance policy that supports community land trusts, cooperatives, and BACLT’s work at the local, county, and state levels.
- Maintains relationships with values-aligned groups, organizations, and coalitions.
- Coordinates volunteers to engage meaningfully in BACLT work.
- Researches and disseminates content with BACLT audience and membership about local, regional, and state policies concerning CLTs and co-ops.

Vaco SF — *Content Moderator, Trust & Safety*

January 2021–Current

- Review, analyze, and apply policies, compliance guidelines, and other standards to escalated content.
- Maintain a high level of familiarity with client policy verticals which includes compliance guidelines.
- Review escalated and user-reported content for compliance with client policy guidelines.
- Meet and/or exceed ambitious core work targets.
- Identify global & local trends and monitor major violators in the online community.

Courtney CSR — *Founder*

May 2020–Current

- Consult nonprofit and for-profit organizations on corporate social responsibility initiatives and social impact strategies within Black communities.
- Form coalitions between Black community leaders, organizations, and corporations.
- Review economic strategies and financial data for racial equity implementation.

EveryOne Home — *Continuum of Care Specialist*

June 2020–April 2021

- Play a key role in ensuring Alameda County’s Continuum of Care (CoC), complies with all federal regulations, operates effectively, and contributes to ending homelessness with a focus on racial equity through programming and strategic planning.
- Maintain EOH’s governmental, political and community connections with stakeholders in Alameda County.

COMMUNITY INVOLVEMENT

Commissioner, Alameda County Commission on the Status of Women and Girls

Chair, Alameda County Housing and Community Development Advisory Board

Elected Assembly District Delegate: Assembly District 15

Political Director, California Young Democrats Black Caucus

Board Member, Children’s Hospital Oakland Consumer Advisory Board

Nonprofit Member, National Black Professional Lobbyist Association

Member, Women in Government Relations

Community Building Fellow–Government Relations Focus, Family Independence Initiative

2018 Fellow, New Leaders Council Oakland

EDUCATION

Concourse Fellow – *Southern New Hampshire University, Bachelor’s Program Communication/Concentration Public Administration*

- Facilitates government and community partnerships to address county homelessness concerns.
- Serve as the policy advocacy committee staff member for quarterly meetings, represent the organization on the City of Hayward Homelessness Reduction Strategic Planning Committee monthly meetings, and perform housing and government policy analysis and legislation research for the organization for weekly staff review.
- Crafts internal and external policy on organizational procedures and system coordination.

BRIDGEGOOD — *Grant Writing Associate*

MARCH 2020 - JUNE 2020

- Executed daily grant administration tasks under guidance of the Executive Director.
- Researched seven potential funding sources and maintained information in the grant research database.
- Prepared, drafted, and edited grant proposals to submit to three funders.

Emerge California— *Development Fellowship*

SEPTEMBER 2019 - FEBRUARY 2020

- Managed NPG database for 2019-2020 fundraising campaign management.
- Compiled weekly reports from the donor database.
- Coordinated weekly donor stewardship communications and compiled profiles of potential high net worth donors.

Homeownership San Francisco— *Program Coordinator*

NOVEMBER 2018 - JUNE 2020

- Acted as the first line of contact for program referrals to five housing counseling agencies.
- Maintained client records and activity in Salesforce, wrote monthly summary reports on activity, and conducted monthly follow up research with clients to assess counseling success level and collect feedback.
- Crafted curriculum and post-purchase education workshops for homeowners and contributed to the grant research and application process for a five year, 500k grant.
- Directed in-person and online outreach focusing on underserved communities of color and increased minority workshop attendance by 120%.
- Represented HSF monthly at public speaking engagements, presentations, and events and formed partnerships with mission-aligned organizations.
- Managed internal and external communications: social media strategy and promotions, MOHCD and HSF print and digital newsletters, and worked across teams for the creation of outreach materials.
- Monitored relevant local, state, and national housing legislation and policy, made policy recommendations to SFMOHCD.

Non-Profit Housing Association of Northern California— *Administrative and Membership Associate*

SEPTEMBER 2017 - JUNE 2018

- Performed key administrative functions for the directors, department managers, and consultants during projects, training, events, and day to day office operations.
- Crafted annual membership renewal campaign resulting in a 10% increase in new memberships.
- Organizational liaison to individual and organizational members, sponsors, funders, and elected officials.
- Maintained internal record of membership and sponsorship payments through Salesforce.
- Coordinated and facilitated company-wide events and meetings including board and staff meetings, organizational planning meetings, and professional development training for individual and organizational members.

CERTIFICATIONS/COURSES

Fundraising and Development
Introduction to News Feed,
Community and Crowd Tangle
Foundations-UC Davis
Proposal Writing-Nonprofitready.org
Grant Writing
Essentials-Nonprofitready.org
Establishing Effective
Partnerships-Phil U
Fundraising Strategies-Phil U
Social Media Analytics-Quintly
Academy
Fundraising: Connecting With
Donors-Phil U
Stakeholder Engagement
Strategy-Phil U

RELEVANT SKILLS

Resource Development, Political
Organizing, Coalition Building,
Capacity Building, Relationship
Management, Departmental
Collaboration

- Collected and analyzed membership and sponsorship data to provide appropriate reports to department leaders.

Courtney Consulting Agency— *Founder*

DECEMBER 2015 - NOVEMBER 2017

- Coordinated external and internal operations, administrative, customer service, and public affairs support for minority small business owners focused on community development and improvement for nine client companies.
- Implemented business operation strategies to increase productivity, customer relations, revenue, and general business organization.
- Acted as lead project management on community engagement initiatives from planning, execution, and review.