

Elvira T. Asuncion
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JOB OBJECTIVE: Manage programs and projects on building and strengthening of families and communities along social, economic, educational, health, cultural and related focuses.

SPECIAL SKILLS: Proficient in organization development and planning – program & volunteer management, fundraising and fund development, research, public information and education, collaboration and networking

Program & Volunteer Management

- Plan, implement, monitor and evaluate programs, services and projects of the YW Family Center (1995 – 2004).
- Develop and manage budgets from \$5,000 to \$500,000.
- Develop plans, program curriculum and training modules, including implementation and monitoring processes, for programs funded with city, State, Federal, community and foundation grants.
- Evaluate systems, procedures, programs and projects for data collection and reporting, and feedback on participant satisfaction, program performance and service delivery.
- Work with Boards & committees made up of program participants, community members and community agencies.
- Implemented, monitored, and evaluated a federally funded AODA national demonstration project (Neighborhood Partners), a city-wide State funded emergency food assistance program, a city-wide county funded elderly nutrition program, and other community-wide projects.
- Supervised between three to 24 program staffs on different program funding.
- Developed new and improved curriculum designs and processes on port manpower education.
- Established 27 local information centers, through a region-wide information and development assistance project.
- Experienced in recruiting, selecting, and managing of program volunteers (1 to over 1,000)
- Developed volunteer training and recognition on various projects and programs handled.

Fundraising & Fund Development

- Write program grants and/or assist in development of grants for start up or reapplication programs (\$5,000-\$500,000)
- Generate annually between \$2,000-\$5,000 in-kind and cash donations for ongoing programs of the YW Family Center.

Research

- Did need assessment analysis of a community action agency for multiple program outreach.
- Developed, researched, and wrote a functional job analysis that served as resource in the restructuring of a community action agency.

Public Information and Education

- Develop & conduct workshops; facilitates parenting classes and support groups, and implement community presentations on YW Family Center programs and services.
- Develop and implement strong outreach networks for participant recruitment, community connections, public information, and marketing of programs.
- Write and develop public information materials – news, feature articles, information handouts, fliers, newsletter, etc
- Conducted a labor information project between a State labor department and national newspapers that resulted in a question and answer newspaper series on employee-employer labor relations.
- Coordinated project between theatrical groups and local governments to increase community understanding of government development projects.
- Did community presentations on government development information thrusts, and community action agency efforts.

Community Collaborations and Networking

- Developed program collaborations to increase participants access to community resources with the following:
Schools - University of Wisconsin - Center for Urban and Community Development, SDC Head Start, Congress School, 51st Street School & 68th Street Schools;
Community Agencies - Curative Care Network, MCFI, St. Joseph's Hospital, UP Connection, Parenting Network, Rosalie Manor, New Concept's Father's Resource Center, & Sacred Heart Rehabilitation Hospital
Community Learning Centers (CLC) - Jackie Robinson, North Division and Washington High Schools CLC
Churches - Albright United Methodist Church, Divine Word Church of Christ, St. Mark A.M.E. Church, St. Michaels Hmong Ministry, & Bethel Bethany Church of Christ.