

Junior Associate | Consensus Building Institute Tel. (508)614-8466 | chager@cbi.org

PROFESSIONAL SUMMARY

Junior Associate with experience in direct human service and administrative responsibilities such as supporting meeting management, organizing event logistics, note-taking and creation of reports, technical assistance, and organization of project materials.

EXPERIENCE

2021-Present Consensus Building Institute

Cambridge, MA

Project Support, Operations, and Logistics Coordinator Junior Associate

2019-2021 State of Vermont- Division for the Blind and Visually Impaired

Springfield, VT

Associate Counselor

- Provided counseling and casework duties to blind and visually impaired clients ranging from the ages of 25 to 90. Managed upward of 30 individual cases
- Coordinated with community partners (Vermont Association for the Blind, Southern VT transit, etc.) to obtain resources for clients
- Maintained detailed case notes on assigned clients and processed required paperwork
- Assisted the regional office with administrative duties including a significant amount of bill paying and office organization
- Assisted in long-term division projects (consumer surveys, statewide reporting, refining division policies) with Director of Division
- Responsible for maintaining minutes of meetings for bi-monthly Statewide Rehabilitation Council and any other meetings as necessary for the division
- Assisted with the division becoming fully remote during the COVID-19 pandemic

2017-2019 AmeriCorps/ReSOURCE

Burlington, VT

Human Resources Coordinator, LEAP Program

- Supported the Learn, Earn, and Prosper (LEAP) program which serves blind and visually impaired youth (ages 14 to 24) as they participated in job skills training
- Reviewed, refined and developed our current management, reporting, documentation and personnel procedures for future program growth.
- Co-lead summer staff and student recruitment for 2018 and 2019 season that included the
 interviewing, hiring and on-boarding of four summer staff members and over twenty students
 from around the country.
- Co-lead and supervised six LEAP professional development weekend retreats for students. Topics included resume writing, networking, and team building.

- Practiced and lead good communication; the art of dialogue, active listening, and confrontation management with administration and participants.
- Planned the beginning phrases of newest programming the LEAP Outreach program, which
 worked with the Vermont Division for the Blind to inform hard-to-reach students about
 programming available to them.
- Reported any conflicts between students, crew leaders, internship sites supervisors to LEAP staff for support and proper documentation

EDUCATION

2013-2017 Saint Michael's College

Burlington, VT

Bachelor of Arts in History

Magna cum laude, Minors in Political Science and Public History, Humanities Award for Best Senior Thesis Presentation

RELEVANT SKILLS

Technology: Proficient in the MS Office Suite and Google Suite; the Adobe Creative Cloud; Extensive use of communication platforms such as Microsoft Teams and Zoom; Skilled in WordPress and various social media platforms; Exposure to HR Software and audio software

SELECTED PROJECTS

ENERGY & EXTRACTIVES

BOEM Wind Energy Task Forces and Related Matters, Various locations, 2021-22.

Assisted through technical and administrative tasks in the facilitation of a series of federally established state task forces from Maine to South Carolina convened to create a platform for federal, state, local and tribal coordination on offshore wind opportunities in the United States. The Task Forces provide input on the federal process for identifying, leasing and developing offshore renewable energy opportunities from the Carolinas to Maine. Assisted in public workshops on various stages of the wind development process, including auction initiation, environmental assessments, coastal impacts in the Carolinas, and others.

BOEM Marine Mammal Acoustics and Avian Species Telemetry Workshops, 2021.

Working with BOEM, NOAA, and FWS helped design and facilitate several on-line workshops with federal and state agencies, NGOs, academics, and wind developers to explore means for creating a regional passive acoustic monitoring network off the east coast of the US, coordinate and manage data coming from disparate research projects, and addressing data for numerous studies using telemetry to track and understand avian marine species.

CLIMATE CHANGE & RESILIENCE

Vermont Climate Action Plan - State of Vermont, 2021-Present. Administrative and technical support of Vermont's Climate Council full council meeting. Focus of meeting was to develop and advance key pathways, strategies, and actions to enable Vermont to meet Is legislative mandated Global Warming Solutions Act goals.

NATURAL & CULTURAL RESOURCES

Eelgrass Restoration Workshops, 2022. Supported the design and assisted the facilitation of a series of workshops intended to identify innovate pathways for maintaining eelgrasses along the U.S. mid-Atlantic coast. The seagrasses, at risk due to climate change-driven warming temperatures, provide food and shelter for diverse organisms, enhance coastal protection, sequester carbon and more. The workshop brings together scientists and resource managers from both eelgrass and other disciplines (both marine and terrestrials) to consider the potential and pitfalls associated with exploring possible innovative genetic pathways.

National Marine Fisheries Service Take Reduction Teams, 2021- Present Technical and administrative support for six different multi-party stakeholder groups (known as Take Reduction Teams) tasked with providing consensus advice on strategies to reduce the incidental take of highly endangered North Atlantic right whales, false killer whales, harbor porpoise, bottlenose dolphin and other marine mammals in commercial fisheries in the Atlantic, Pacific, Gulf of Mexico and in the waters off Hawaii. Take Reduction Teams are mandated under the Marine Mammal Protection Act. Providing support with facilitation, event management, and workshop development.

South Fork of the American River Cohesive Strategy Facilitation, California, 2021-Present. Assisted in technical and administrative support for the SOFAR collaboration among federal and state agencies, public and private land managers, and local stakeholders to address fire safety and ecosystem management in a large swath of land in the Sierra Nevada foothills.

EPA Tribal Wetlands Workshop, **2021.** Technical and administrative support of a 32 hour training and workshop to help Tribes to grow their capacity to regulate, manage, protect and restore wetland resources in Indian Country, by helping to build capacity and develop cross-Tribal collaboration on wetlands management in the Northern Great Plains.

Pease Air Force Base Restoration Advisory Board, Portsmouth, NH, 2021-present. Assisted In the facilitation of a 20- person group advising the Air Force on the cleanup at the former Pease Air Force base. In particular, focusing on water quality and concerns about per- and polyfluorinated alkyl substances (PFAS). Plan and facilitate quarterly meetings to share information, discuss community concerns, and hear from the public as well as meeting summary writing.

Developing a Recovery Plan for Rice's Whale, 2021. Assisted In technical and administrative support with the facilitation of a five-part workshop to elicit candidate actions to help recover the highly endangered Rice's Whale in the Gulf of Mexico. The workshop series, which generated dozens of potential recovery actions, was particularly novel given it was conducted solely online, using a range of tools to engage participants. Workshop participants – a diverse group that included researchers, resource managers, environmental organizations, and industry representatives – also identified potential criteria for down-listing and delisting Rice's Whale.

WATER RESOURCES

Passaic Valley Water Sewage Commission, 2022Assisted in the facilitation of an on-line hearing of some 200+ people regarding environmental justice concerns and the proposal to install gas-fired generation,

solar, and battery storage as backup power in the Ironbound community of Newark in case of a major storm event to keep the treatment plant operating for its 1.5 million customers.

COLLABORATION CAPACITY BUILDING

Fastenal Advanced Negotiation Training, 2021-present. Assisted (via technical and administrative support) in the facilitation and administration of multiple iterations of a 10-week online advanced negotiation curriculum for senior sales leaders at Fastenal, a global industrial supplies company.

Government of Nunavut Capacity Building Workshops, 2021-present. Assisted (via technical and administrative support) in the development and delivery of leadership and conflict management skills training program for government official in Canada's newest Province, Nunavut.