

Climigration Network Program Manager | Consensus Building Institute

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PROFESSIONAL SUMMARY

Experience supporting collaborative processes with research and analysis, virtual and inperson stakeholder outreach and engagement, event planning, facilitation, and communications and report writing. Supporting the programming and communications of the Climigration Network since November 2018, including advancing the efforts of 6 technical workgroups, fundraising efforts, and projects with community partners.

EXPERIENCE

Consensus Building Institute

Cambridge, MA

2017-2018 Barbara Lee Political Office/Barbara Lee Family Foundation Cambridge, MA Assistant to the Executive Director and Program Team

- Managed the Executive Director's schedule by coordinating all meetings, preparing agendas, conducting background research, and maintaining project deadlines both externally and within the organization;
- Conducted research on events, organizations, candidates, and contacts to produce briefing documents, agendas, and/or profiles for the Program Team;
- Coordinated event planning, arrange travel for the Program Team, and represent the organization at events.

2015-2017 **Northeastern University, Political Science Program** Boston, MA *Research Assistant for Professor Kirsten Rodine-Hardy*

- Assisted in finalizing and submitting her article on regulation of nanotechnology in the EU;
- Proofread and edited article drafts as well as compiled and summarized scholarly literature in the field of nano-materials and nano-regulation as well as net neutrality as references for upcoming publications;
- Collaborated in writing preliminary net neutrality paper draft and corresponding presentation;
- Co-produced research project for the Research, Innovation, and Scholarship Expo focused on evolution of fiber networks in the US and implications for net neutrality.

July-Dec 2016 Department of Justice, US Attorney's Office, D-MA

Legal Assistant Intern for the Economic Crimes Unit, Healthcare Fraud Unit

Boston, MA

- Executed trial preparations, including compiling exhibit lists, assembling witness
 preparation materials, preparing exhibits to be presented to the court, and
 editing opening and closing presentations;
- Researched potential exhibits and produced exhibits and evidence for discovery to the defense in various cases:
- Drafted presentations of exhibits and evidence in understandable and visually appealing manners for a jury;
- Managed outreach to potential victims to help determine candidates for remuneration.

July-Dec 2015 Barbara Lee Political Office/Barbara Lee Family Foundation Cambridge, MA Program Intern

- Tracked and researched candidates for the Program Team to create internal profiles used in candidate meetings and to determine where political resources should be allocated;
- Researched, drafted, and fact-checked public research memos from BLFF, endowment assessments, blog posts, press pitches, tribute ads, and news articles written by BLPO/BLFF;
- Compiled and circulated a daily media summary of all relevant news and tracked BLPO/BLFF's news presence.

EDUCATION

2013-2017 Northeastern University

Boston, MA

Bachelor of Arts in International Affairs and Political Science

Summa cum laude, Major Concentration in Security Studies, Minor in French

Dialogue of Civilizations Program

Jul-Aug 2014 Summer Semester Abroad

Bosnia and Herzegovina; Serbia

Post-conflict Reconstruction in the Balkans

May-Jun 2017 *Summer Semester Abroad*Global Health and Politics in Kenya

Kenya

RELEVANT SKILLS

Technology: Proficient in the MS Office Suite; the Adobe Suite; IBM SPSS software; Relativity; Eclipse; Squarespace; Engagement HQ (Bang the Table); NetSuite (Oracle)

Language: Advanced-level French

SELECT PROJECTS

Climigration Network, 2018 – present. Serving as Associate for the Climigration Network. Providing facilitation and logistical support to help build collaborative capacity between community leaders and volunteer practitioners to create better, community-led models for climate relocation. Developing and managing outgoing communications, including https://www.climigration.org/ and a biweekly newsletter for subscribers.

Lake Ontario-St. Lawrence River System Public Advisory Group, New York, Ontario, Quebec, April 2020 – 2022. Member of the CBI team facilitating a multistakeholder public advisory group providing decision support to the International Joint Commission on a technically and politically complex water regulation regime affecting shoreline property owners, First Nations, municipal services, regional electricity provision, navigation interests and ecosystem health in one of the transboundary basins shared between the U.S. and Canada. Providing assessment, planning, note-taking, synthesizing, and logistical support.

Tribal Wetlands Guidebook Roundtable, national, 2019 - 2021. In conjunction with Lucy Moore, CBI is working with EPA to engage with tribes across the country to develop a supplemental tribal wetlands management guidebook. Providing facilitation and logistical support to convene the Roundtable of tribal members and select EPA representatives and drafting support to advance the guidebook.

Mystic River Watershed Initiative, Greater Boston Area, 2019-2021. Support the Environmental Protection Agency (Region 1) and the many non-profit and agency members working collaboratively to clean up the water in the Mystic River Watershed. This initiative includes leading an in-depth collaborative effort to bring regulators, stormwater experts, and municipal leaders together to share information and develop concrete workplans and to collaboratively address water quality challenges in the Mystic River Watershed (e.g., addressing issues of stormwater management and phosphorous loading). Providing planning, note-taking, synthesizing, and logistical support.

Cape Cod Commission's Climate Action Plan, 2020 – 2021. Member of the facilitation team supporting the development of the Cape Cod Commission's Climate Action Plan, a community-focused, information-based effort to inform a strategic framework and collaborative approach to address the region's contributions to and threats from climate change. CBI is facilitating multiple engagements of four subregional municipal working groups, four topical stakeholder working groups, and myriad focus groups with partner organizations. Providing planning, note-taking, facilitating, synthesizing, and logistical support.

Herring River Restoration Project, 2019 – 2021. Since 2018, CBI has facilitated meetings of the Herring River Stakeholder Group, a body formed to liaise between stakeholders within the towns of Wellfleet and Truro and the Herring River Executive Council, the intergovernmental team directing the Herring River Restoration Project. Providing note-taking, synthesizing, and logistical support to the HRSG since 2019.

University of California, Office of the President, Breast Cancer Research Program Strategic Priorities Planning, California, 2017-2021. Convening national expert researchers and advocates to identify strategic funding priorities for grant making on breast cancer prevention, environmental contributors, and health disparities. Organizing and facilitating multiple meetings in this five-year strategic planning process. Executing global challenge to solicit innovative prevention research concepts.

Green Climate Fund (GCF) Independent Redress Mechanism (IRM) training, Global, 2019-2020. Supported the development and delivery of online training for GCF Direct Accredited Entities on the development, strengthening, and operation of grievance mechanisms in the context of international development, with a focus on issues relevant to climate change mitigation and adaptation.

Scituate 2070 Coastal Vision, Scituate, MA, 2019 – 2020. Member of the facilitation team for a community-led, 50-year coastal visioning process in the Town of Scituate, Massachusetts, a

town exceptionally vulnerable to sea level rise and other climate impacts due to its positioning and high degree of built environment along the coast. Supported "neighborhood gathering" conversations to elicit feedback from community members on elements of their proposed vision with note-taking and stakeholder coordination, the development and management of public outreach and engagement platform through Bang the Table (https://scituate2070vision.org), and design and implementation of two rounds of community workshops (virtual and in-person) to refine the vision document.

Bureau of Ocean Energy Management, 2018 – 2021. CBI has facilitated state task forces on wind energy development for BOEM since 2012. Project support for BOEM and offshore wind energy stakeholders since March 2018, providing support to meetings of the New York Bight, and Gulf of Maine task forces by participating in planning calls, planning all meeting logistics, coordinating day-of registration and livestreaming, supporting day-of meeting facilitation, and editing meeting summaries.

Facilitating new civil society representation on the EITI International Board. Global; 2018-2019. CBI facilitated the selection process for new EITI civil society Board members. The team ran a global online election to create the Civil Society Advisory Group (CSAG), comprised of elected civil society representatives from each of EITI's six geographic regions. CBI then provided analytical, coordination, and communications support to the CSAG during assessment of 60+ applications to select 10 new CSO representatives officially instated on June 17, 2019.