

Michael Joseph

2635 Division Street Olympia WA 98502 (503)-757-1130 michael.roy.joseph018@gmail.com

Relevant qualifications

- Creating and implementing, both presentations and workshops on a variety of topics.
- Over 100 hours of conflict mediation and crisis management training and experience.
- Literacy in programs: ArcGIS, Word, Excel, Powerpoint.
- Certified in LivingWorks' SAFETalk suicide prevention skills training.

Education

Bachelor of Arts Degree, emphasis in Sustainable Urban Planning
The Evergreen State College, Olympia, WA

Sep. 2013 - Jun. 2017

Experience

Assistant Director

Jan. 2023 - Present

The Evergreen State College, Center for Climate Action and Sustainability

- **Implement and advance new strategic programs for the Center:**
 - Assist the Director in developing and implementing a strategic plan, including creating priorities and programs, creating a plan for evaluation of plan implementation, identifying partners and building partnerships, and gaining actionable input from Advisory Board
 - Convene and support quarterly meetings with Advisory Board, including scheduling quarterly meetings, creating meeting agendas, and developing workgroups as needed.
 - Steward supportive partnerships with local and national partners, such as identifying needs and duties for potential internship projects, attending conferences, and facilitating meetings
 - Support student support efforts, including recruitment of scholarship applicants, internship coordination and evaluation, and building new programs for student support.
 - In absence of the Director, act as administrator in charge
- **Develop and implement strategic communication and outreach plans:**
 - Lead outreach efforts and marketing of Center programs, including representing the Center at campus and community events, creating promotional materials, coordinating events, and managing social media content
 - Lead editing and design for Center newsletters and annual reports, including producing stories, gathering input from students and community members, and reporting on the Center's progress toward goals
 - Support event planning and coordination, including managing communications for the Center events, workshops, board meetings, and conferences
 - Support website content development and editing
- **Manage financial and material resources:**

- Develop, monitor, and track budgets for all programs and expenditures; develop quarterly reports and annual projections; ensure adherence to budget processes; plan purchases needed for office and event operations with final decisions made in collaboration with Director
- Support the Center's fundraising goals, including meetings with potential donors and grantmaking organizations, grant writing, and researching additional fundraising opportunities

Admissions Counselor

Aug. 2019 - Jan. 2023

The Evergreen State College, Office of Admissions

- Scheduling, attending, and presenting at college fairs and visits to connect students to higher education and inform them of opportunities at the college
- Running information sessions with parents, guardians, and prospective students and occasionally running campus tours for visitors
- Attending meetings and problem-solving sessions for daily and long-term Admissions goals
- Maintaining open channels of communication with several territories of students via email, appointments, phone, text, and large-mailing campaigns
- Monitoring the status of students and applications
- Managing students' case files and assisting to resolve issues
- Staying informed of various programs, educational opportunities, and student options for inquiries
- Planning and submitting travel requests and managing requested funds
- Independently learning new aspects and functions on CRM and Mongoose technology
- Leading, organizing, delegating, and running events for Admissions
- Maintaining the accuracy of information and content on the Admissions webpage
- Designing and implementing minor conceptual changes to the Admissions webpage

Co-Faculty Staff Instructor

Sept. 2022 - March 2022

Greener Foundations First-Year Program, The Evergreen State College

- Completed trainings, including Greener Foundations Institute and Staff Instructor Training
- Familiarized self with FYE and Greener Foundations learning goals, outcomes, and curriculum
- Developed and sustained strong working relationships with assigned staff and faculty team members
- Met and communicated regularly with all staff instructors and administrators to share resources and collaborate with peers, discuss curriculum, and make connections between various aspects of program content, through weekly staff instructor meetings and other venues
- Provided evaluation of student work to each student and assigned faculty team
- Collected and reported assessment data to the Greener Foundations and FYE offices
- Submitted all required reports in a timely manner
- Assisted students in navigating systems of support and finding ways to thrive at Evergreen
- Engaged with sensitivity and awareness to the needs of diverse student populations
- Maintained awareness of engagement and retention issues pertaining to diverse and historically underrepresented student populations, particularly those who are marginalized in higher education

Resident Assistant

Sep. 2014 - Jun. 2016

The Evergreen State College

- Collaborated with RAD Facilities, the Greener Organization, and Student Activities on large campus Geoducks@Nite events once per quarter
- Developed and executed programs to reach out to residents' needs
- Presented and spoke for Staff Training, and bi-weekly Inservices, Preview and Admission Day tour groups, and 60 residents at welcome meetings
- Kept up constant written communication between residents, supervisors, co-workers, and collaborating groups
- Designed and distributed flyers and social media ads for events and announcements
- Managed 50-60 residents, ran regular and spontaneous program events

Outreach Coordinator

Sep. 2015 - Sep. 2017

The Clean Energy Committee

- Tabling and running events to connect with target audiences and educate on funding resources
- Organizing and facilitating grant proposal workshops
- In charge of online and paper media outreach (creation and distribution)
- Attending weekly meetings to provide and share updates and ideas
- Attending bi-quarterly hearings to admit proposals and vote on distributing committee funds
- Staying informed on both potential and current project applications

Team Facilitator

Jun. 2017 - Dec. 2017

The Evergreen Challenge Course

- Presented and facilitated groups in team-building and collaborative exercises
- Observed and monitored interpersonal connections affecting team morale
- Debriefed with peers on our success, and shared critiques for self-improvement
- Provided positive encouragement for individuals and checked in on stress levels of tasks

Lifeguard and Headguard/Aquatics Lead Supervisor

Jun. 2009 - Jan. 2019

Portland Parks and Recreation, and College Recreation Center

- Trained to handle high-capacity stress periods, while taking initiative during lulls
- Required to maintain skills and knowledge to act upon sudden notice
- Established and maintained healthy relations with coworkers to promote a functioning team
- Managed and supervised on average 20 employees at a time
- Worked across departments and with leads from other CRC sections
- Scheduled, planned, and facilitated large and small programs
- Recorded, organized, and reported detailed information for legal records
- Handled patrons directly and conflicts as they arose
- Maintained team morale and training exercises

First-Year Student Housing Committee Member

Sep. 2016 - Jan. 2018

The Evergreen State College

- Attended biweekly meetings to provide ideas and data for new student dormitory design and function with leads from all departments

- Provided student demographic perspective and was expected to interact with students to gain more feedback
- Participated in multiple charrettes
- Accessed project mission from the perspective of sustainability (environmentally, socially, and economically)
- Attended monthly meetings to weigh in on project developments post-design phase

Learning

Programs at Evergreen

- Green Materials: Arts, Science, and Construction
- GIALO: Greece and Italy a Literary Odyssey
- Worlds of Waste: Urbanization, Sanitation, and Design
- Energy Systems & Climate Change
- Attended and Co-Presented at WAHESC '16 and WOHESC '17 (Washington and Oregon Higher Education Sustainability Conferences) for The Evergreen State College