

# ANDREW RODGERS

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## SUMMARY

- I am an experienced nonprofit professional with six years of nonprofit experience and a strong background in written and oral communication. I am seeking acceptance to The Evergreen State College Masters of Public Administration Program.

## EXPERIENCE

Office Manager, Compass Health, Friday Harbor, WA

April 2022-Present

- Oversee all administrative support work for the outpatient mental health and substance use disorder program for a county-wide community mental health organization, including school-based services and intensive outpatient programs.
- Provide administrative support for school-based and criminal justice treatment contracts with San Juan County.
- Coordinate client care with crisis response services, the San Juan County Recovery Navigator Program, and wraparound intensive services for children.
- Supervise clinical program assistant for outpatient programs.

Food Services Coordinator, Immanuel Community Services, Seattle, WA

February 2019-February 2022

- Completed all clerical and administrative tasks for a food bank, home delivery service, and day center meal program in Downtown Seattle.
- Supported ICS Recovery Shelter residents in volunteering at the Food Bank in conjunction with receiving outpatient treatment for substance use disorders.
- Provided direct services and support to a diversity of clients, many of whom currently experience homelessness, substance use issues, and mental health issues.
- Directed, supervised, and coordinated the work of AmeriCorps members and a volunteer base of up to 200 volunteers per year.

Server, Wayward Vegan Café, Seattle, WA

August 2018 – February 2019

- Provided direct food service to patrons, and created a welcoming dining experience for those in the vegan community.

Assistant Chaplain, Seattle Service Corps, Seattle, WA

September 2017 - July 2018

Mission to Seafarers

- Provided direct social service for up to ten crews (approximately 25 seafarers per crew) of commercial container vessels per week. For these, handled cash, coordinated transportation, ascertained needs, and provided access to critical resources such as SIM cards and financial remittance services while ashore.

Land Program Assistant, Our Lady of the Rock Monastery, Shaw Island, WA

August 2016 - April 2017

- Served as primary information provider and guest liaison for inbound visits to the Monastery; informed guests on responsibilities and duties while on working farm
- Provided hospitality services for up to ten concurrent guests. Duties involved meal scheduling and coordination, room assignment and cleaning, and farm tour administration.

Writing Advisor, University of Puget Sound, Tacoma, WA

August 2015 - May 2016

Center for Writing, Learning, and Teaching - University of Puget Sound

- Led tutoring sessions for university students to improve organization, editing skills, and argumentation in their writing.
- Served as a liaison between the writing center, professors, and the freshman introductory writing classes.

Library Assistant, University of Puget Sound, Tacoma, WA  
Collins Memorial Library – University of Puget Sound

May 2015 - August 2015

- Performed routine library services.

### **EDUCATION**

University of Puget Sound, Tacoma, Washington (*Graduated magna cum laude with a Bachelor of Arts in Religion and a minor in Sociology and Anthropology*)

- Winner of the Douglas R. Edwards Award and Lora Bryning Scholarship, in recognition of talent in written communication.