



Town of Arlington
Office of the Town Manager

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Town Manager

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MEMORANDUM

DATE: October 2, 2018

TO: Board Members

SUBJECT: Appointment to the Elderly and Disabled Tax Aid Relief Fund Committee

This memo is to request the Board's approval of my appointment of Jennifer Lewis-Forbes, Arlington, MA, to the Elderly and Disabled Tax Aid Relief Fund Committee, with a term expiration of 6/30/2021.

Adam Chapdelaine
Town Manager

Jennifer Lewis-Forbes

Arlington, MA 02474

April 6, 2018

Adam Chapdelaine
Town Manager
730 Massachusetts Avenue
Arlington, MA 02476

Dear Mr. Chapdelaine,

I am writing to express my interest in serving on the Elderly and Disabled Tax Aid Relief Fund Committee. I believe my work experience at Jewish Family & Children's Service (JF&CS) and Housing Corporation of Arlington would make me a good candidate for the committee.

In my position as a legal services advocate at JF&CS, I work closely with our Emergency Financial Assistance director and case managers. It is our goal to provide appropriate wrap-around services to our most vulnerable clients, often elders and/or those with complex health needs whose income falls between 200-300% of federal poverty levels. Through team meetings, we make thoughtful and nuanced decisions to provide critical funds to our clients. These decisions are based on financial need, sustainability and the ability to leverage other funding sources.

Several years ago I worked at Housing Corporation of Arlington (HCA) which was an incredibly positive and challenging experience. I became more immersed in affordable housing issues, provided the administrative backbone to HCA's Homelessness Prevention Program and the development of Capitol Square apartments. That important work reinforced my commitment to maintaining and creating initiatives to support economic diversity as Arlington becomes one of the most desirable, and also, one the most expensive places to live in the Boston area.

I have attached my resume which gives a good overview of my work and volunteer experience. Please contact me if you have any questions. I hope to hear from you soon.

Sincerely,
Jennifer Lewis-Forbes

Jennifer Lewis-Forbes

♦ Arlington, MA 02474 ♦

EXPERIENCE

Jewish Family & Children's Service (JF&CS),
Case Coordinator, Bet Tzedek Legal Services

May 2012 - Present

- Provide intake screening for Bet Tzedek requests for service, including comprehensive assessment of legal and benefits needs.
- Make efficient and appropriate referrals to Bet Tzedek Panel Attorneys or community organizations to address client's legal needs.
- Maintain accurate database of client records including data collection and database entry
- Liaison with Basic Needs staff, JF&CS partner agencies and greater Boston community organizations to provide client services/resources

Housing Corporation of Arlington, Administrative Coordinator

October 2009-May 2012

- Conduct intake interviews with prospective clients for HCA's homelessness prevention programs
- Responsible for homelessness prevention and housing databases and reporting outcomes
- Advise general public on HCA's programs
- Manage fundraising database and donor communication
- Organize and publicize town wide events such as annual meetings, ribbon cutting ceremonies, and Walk for Affordable Housing

Brown University, Harvard University and Harvard School of Public Health (HSPH)

Consultant/Special Projects Coordinator

January 2006-June 2009

- Organized committees and nomination process for the Albert Schweitzer Award, Student Recognition Award and Student Speaker Competition for HSPH's 2009 Commencement
- Drafted a Boston area resource guide for international students
- Recruited employers for HPSH's annual multi-day career fair and mini career fairs in consulting, global health and administrative fellowships
- Updated resources on international work and volunteer opportunities
- Organized annual events for Harvard University's Michael C. Rockefeller Memorial Fellowship
- Contributing member of Brown University's Health Professions Board of Advisors and HSPH's Fulbright Committee
- Drafted Brown University's letters of evaluation for medical school admission committees
- Designed and implemented an internship database for Brown's Health Careers Office
- Conducted essay writing and interview skill workshops for students
- Mentored and motivated students interested in a career in the health professions

Brandeis University, Office of Undergraduate Academic Affairs

Interim Assistant Dean, Health Professions Advising

April – August 2005

Health Professions Advisor and Coordinator of the Women & Health Initiative

2001 – 2005

- Advised and mentored students interested in a career in the health professions
- Designed and facilitated group information sessions to introduce students to the premed/prehealth course work and services available to students
- Fostered and followed advisees' independence by providing timelines and resources to serve as a guide to the process.
- Advised juniors, seniors and alumni in preparation for interviews with the Premedical Board of Advisors
- Led the admissions process for the Post Baccalaureate Premedical Program
- Managed an internship program for students interested in women's health issues
- Organized and presented programs related to women's health

VOLUNTEER EXPERIENCE

Arlington Education Foundation (AEF)

Chair, Fundraising Committee

2010 - 2017

- Responsible for donor outreach and communication to approximately 3,000 constituents
- Manage fundraising database
- Communicate AEF's mission, grant programs and its impact to the greater Arlington community
- Collaborate with committee members and stakeholders to distribute approximately \$100,000 per year to the Arlington Public Schools

Hardy Elementary School, PTO Co-Treasurer

September 2011 – July 2016

Yes for Arlington, Treasurer

April 2011 – December 2011

Bridge the Gap, Steering Committee Member

April - August 2010

COMPUTER SKILLS

Microsoft Office, SAGE, Salesforce (fundraising databases), ETO/Social Solutions (data management)

EDUCATION

Suffolk University – Boston, MA

M.Ed., Foundations of Education, January 2004

University of Massachusetts - Amherst, MA

B.A. in Communication, *cum laude* - May 1993