

Profile

Courtney

First Name

Smith

Last Name

Legal Name (if different than name provided above)

[REDACTED]

Email Address

[REDACTED]

Street Address

[REDACTED]

City

[REDACTED]

Suite or Apt

[REDACTED]

State

[REDACTED]

Postal Code

Mailing Address (if Applicable)

[REDACTED]

Voter Registration Address (if different than street address or mailing address)

[REDACTED]

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Which Boards would you like to apply for?

Laytonville Municipal Advisory Council

Council Member

Which position, seat, or representational category would you prefer?

Availability to Attend Meetings

- ☒ Night Meetings
- ☒ Day Meetings

Availability to Attend Meetings (Other)

Interests & Experiences

Special Expertise, Experience, or Interest in This Area?

I have been volunteering with LAMAC since 2015 and have focused my efforts on addressing the safety and accessibility of our Hwy 101 business corridor and the formula business ordinance. I am an active member of my community and belong to the following organizations: Treasurer, Long Valley Health Center; founding member of the Laytonville Art Angels; host of The Ville on KPFN Radio and 4 year volunteer for the Laytonville Rodeo Association. I was just recently hired as the College and Career Readiness Vocational Counselor at Laytonville High School. I love this community and believe in community service. My interest is to help create and facilitate the safety, livability, and prosperity of our community.

[Courtney_Smith_Resume.pdf](#)

Upload a Resume

Upload Additional Supporting Documents

Upload Additional Supporting Documents

Upload Additional Supporting Documents

Certification

Please read the following statements and indicate your acceptance thereof.

I hereby certify that I am a registered voter in the State of California, County of Mendocino, a citizen of the United States, and will be at least 18 years of age at the time of the next election. I am not imprisoned or on parole for the conviction of a felony. I certify under penalty of perjury, under the laws of the State of California, that the information on this application is true and correct. I understand that assuming this public responsibility could result in public knowledge of my background and/or qualifications, including financial interests. Applications will be kept on file for one year.

☒ I Agree *

Courtney Smith

Seeking a role in an educational environment to apply a passion for providing students with the best path for their educational endeavors to grow and flourish. Excellent time-management, planning and presentation skills, written and interpersonal communication proficiency and a dynamic ability to build positive rapport with diverse populations.

Professional Experience:

Mendo Sun Market & Café General Manager 5/2015 – Present

- Oversee the daily operation of market and café including staff management, HR, and general bookkeeping.
- Participate in the creation and management of the annual budget, marketing plan, and staffing plan.

HappyDay Farms CSA/Market Manager 3/2013 – 5/2015

- Coordinated local year round Community Supported Agriculture program with over 75 members and managed farm participation in local seasonal farmer's markets.
- Built farm accounting and management infrastructure including bookkeeping, marketing, records maintenance and compliance.

Listen To Kids, Portland Oregon, Business Manager and Development Coordinator, Program Facilitator 9/2008 – 12/2012

- Oversaw the daily operations of the agency including bookkeeping and audit preparation, human resources, project management, and fiscal grant management and reporting. Created monthly newsletter, maintained website and social media accounts.
- Development activities including donor database management, donor relations and outreach, campaign coordination and event planning.
- Program Facilitator for school based, rights focused child abuse prevention program designed to educate parents, staff and faculty, and students from preschool to 5th grade.

Oregon Coalition Against Domestic & Sexual Violence, Executive Assistant and Event Coordinator 9/2006 – 9/2008

- Provided technical assistance, resource sharing, training and inclusion programming for 48 direct service providers statewide. Fiscal grant management and reporting for both agency and member programs. Created quarterly newsletter, maintained website and social media accounts.
- Organized annual 4 day training-intensive statewide conference for over 250 attendees; managed budget; site logistics, program registration and volunteers; facilitated selection process for keynote speakers and workshop presenters insuring state training requirements; and coordinated conference planning committee meetings.
- Partnered with local, state and national organizations on issues ranging from public policy to victim's rights. Organized various awareness events at the Oregon State Capitol, testified at public hearings, and educated stakeholders on the issues surrounding domestic and sexual violence.
- Revived statewide regional workshops for domestic and sexual violence service providers; created and hosted two day trainings for volunteers, service providers and first responders focused on increasing access to services and reducing barriers within their community.

Center for Gender Equity, Pacific University, Forest Grove, Oregon, Student Director 9/2003 – 6/2005

- Created organizational structure, educational outreach and programming, and funding for new campus community center.

Sylvania Women's Resource Center, Portland Community College, Portland, Oregon, Student Advocate 9/2001– 6/2003

- Received over 160 hours in para-counseling, crisis prevention and intervention to provide student support services with the primary goal of student retention and success. Aided students in navigating the academic system, accessing social support services, and continued college career support.
- Created partnerships with campus and community agencies and organizations to produce public education and outreach campaigns within the campus and greater community.

Education:

Bachelors of Arts, Major Sociology, Minor Feminist Studies

Pacific University, Forest Grove, Oregon

Associates Degree, Communication, Portland Community College

Community Involvement:

Treasurer, Long Valley Health Center January 2016 to Present

Laytonville Municipal Advisory Council Member

Layton Art Angels Founding Member