

01190 - Volunteer Committee / Advisory Board Member

Expires
04/08/2022**Contact Information -- Person ID: 44002992**

Name:	Jennifer Jones	Address:	1740 Palm Cove Blvd Apt 108 Delray Beach, Florida 33445 US
Home Phone:	5613056447	Alternate Phone:	5613446022
Email:	Jennjones1999@gmail.com	Notification Preference:	Email
Former Last Name:	Racine-Bernavil	Month and Day of Birth:	10/14

Personal Information

Driver's License:	Yes, Florida , Class A
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Minimum Compensation:	\$0.00 per hour; \$0.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Regular Part Time , Per Diem
Types of work you will accept:	Day , Evening , Rotating , Weekends
Types of shifts you will accept:	

Objective

I believe that serving on city boards is among the most noble ways to contribute to Delray Beach. I want to extend my work as a voice for my community. Being an active member or serve as advisory on a board would not only educate me further on the inner workings of our city, but will create pathways where I can work directly with the organization that impact our residents the most. This will allow for a more direct path to improving living conditions for our Working Class residents.

Education

City of Delray Beach has chosen not to collect this information for this job posting.

Work Experience

Founder, President 5/2010 - Present	Hours worked per week: 40 Monthly Salary: \$0.00 May we contact this employer?
TiiP Services, Inc Pompano Beach, Florida	

Duties

Prepares individual and corporate taxes. Processes all payroll, book keeping, and account receivables and payable. Manages over 3000 immigration and tax clients. Handles human resources. Assists, prepares and files various immigration applications and pending cases. Provides document translations, as well as conducted Judicial and Private In-person Interpretation throughout South Florida.

Freelance In Person Interpreter

6/2011 - 6/2013

Fifteenth Circuit Court District of Palm Beach County Court
System
West Palm Beach, Florida 33401

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?
Yes

Duties

Conducts Simultaneous, Continuous and Sight Translation
Covers Palm Beach and Broward Counties

Co-Founder, Vice-President

2/2003 - 5/2010

Bernavil Multi-Services, Inc
Pompano Beach, Florida

Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

Duties

Processed all payroll, bill payments, data processing and human resources aspect of the business. Conducted all In-person Interpretation. Provided document translations. Prepared individual and corporate tax return. Assisted, prepared and filed various immigration applications and pending cases.

Certificates and Licenses

City of Delray Beach has chosen not to collect this information for this job posting.

Skills

Office Skills

Typing:

Data Entry:

Languages

Haitian Creole - Speak, Read, Write

French - Speak, Read, Write

Additional Information

Professional Associations

Volunteer Association and Fund of South Florida
Public relations Director

Professional Associations

Ephesus French SDA Church

Maintained weekly reports of church activities, prepared certificates, letters and kept records of Church membership, Board Meeting minutes and Quarterly Church Board reports as church clerk

Manage \$450,000 annual budget as church treasurer

Honors & Awards

Bachelor of Arts in English, Graduated Magna Cum Laude August 2019

Associates in Arts, Graduated Cum Laude November 2017

References**Resume****Text Resume****Attachments**

Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A: Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

2. Q: Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: No

3. Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

4. Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

5. Q: I identify my gender as...

A: Female

6. Q: Age

A: 25-40

7. Q: Occupation (If retired, please indicate former occupation or profession.)

A: Self Employed

8. Q: How many years have you lived or worked in Delray Beach?

A: 25yrs

9. Q: Employer name and address

A: TiiP Services Inc

10. Q: Home Phone

A: 5613446022

11. Q: Mobile Phone

A: 5613056447

12. Q: Business Phone

A: 9545864351

13. Q: Please contact me at the following phone number

A: Home

14. Q: Please contact me at the following address.

A: Residential street

15. Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

16. Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A: n/a

17. Q: Have you previously been employed by the City of Delray Beach?

A: No

18. Q: Have you served on the City Commission in the last year?

A: No

19. Q: Are you currently serving or have you previously served on any City boards?

A: No

20. Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A:

21. Q: Do you have any relatives employed by the City of Delray Beach?

A: No

22. Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A: N/A

23. Q: Are you a registered voter?

A: Yes

24. Q: How does your education or experience compliment the powers and duties of the Board?

A: I graduated FAU with a Bachelor of Arts degree in English, with a concentration in multicultural and gender studies. I also received a Minor in Philosophy. I believe that I am best equipped to understand the disparate, as well as the intricate ways local city management can work together to bridge the gaps imposed on us by years of decisions made by people who did not have the working class in mind. Having been self employed since 2003, I also understand the needs and thoughts of the working class. I understand how to run and successfully manage a small organization. As an accountant, I understand budgets and the importance of allocating funds and resources accordingly. I believe I am well equipped to serve on a board because of my passion for people, my desire to serve and my willingness to learn & adapt.

25. Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A: Certified Haitian Creole Court Interpreter (2011-2013)

26. Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

27. Q: I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A: I understand and agree

Supplemental Questions

1. Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Affordable Housing Advisory Committee
Delray Beach Housing Authority
Kids & Cops Committee
Site Plan Review and Appearance Board

2. Q: Please list any community activities that relate to this position.

A: I am a member of the Set Alliance group, a neighborhood organization that looks out for their community.
I am the Public relations director of the Volunteer Association and Fund of South Florida, which works closely with the City and its Haitian Community.

3. Q: List any experience that would assist you in serving on this committee, board, commission, or authority

A: Served on my church board, overseeing 400+ members as the church's clerk, treasurer, board member and community leader to some capacity since 1996

4. Q: Please indicate any activities you are involved with that may present a conflict of

interest with the committee, board, commission, or authority you are applying for.

A: none

- 5.** Q: How did you hear about the vacancy on this committee, board, commission, or authority?

A: City Commission Member
City of Delray Beach Staff
Other

- 6.** Q: If "other" was selected for question #6, please describe here.

A: Someone mentioned at one of the commissioner debates that the board sat with vacancies for years (the Affordable Housing one)

- 7.** Q: Why do you want to serve on this committee, board or commission?

A: Because I want to understand where the lack of affordable housing in Delray comes from, and I want to be a part of the solution.

- 8.** Q: What unique abilities/skillset/perspective would you bring if selected?

A: Being a Haitian-American business woman, I understand the various levels of obstacles one may face when looking to improve ones life. My life experience, my connection to my community and my desire to serve all drive me to be a more active part of the solution, instead of being a complainer on the sidelines

- 9.** Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: Board members come together during regular meetings to review proposals, sites, plans, budget requirements, applications and recommendations that appear before the board for approval or consideration.

- 10.** Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: No

- 11.** Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand