



## Tiff Joy Otero

**Location:** Baltimore, MD

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### Skills and Assets

- Quick at Problem Solving
- Detail & Solution Oriented
- Excellent Written and Verbal Communication Skills
- Proficient in Microsoft Office and Google Docs
- Great Meeting Management Skills
- Humor-filled and friendly energy
- Strong Social Media Skills (Instagram, Twitter, Facebook and Snapchat)
- Excellent Presentation and Facilitation Skills
- Ability to Work Independently & Part of a Team
- Experience using team communication software such as Slack, Asana, and GroupMe
- Proficient with Eventbrite, Cvent, and Hopin Event Platforms
- Some Familiarity with Salesforce
- Experience in Holistic Healing Approaches (such as aroma therapy, herbal blends, and guided meditation)

# TIFF JOY'S EXPERIENCE

## Race Forward - Remote, National Conferences & Convenings Associate Building Racial Equity Administrator

April 2020 – Present

April 2020 – December 2021

As Conferences & Convenings Associate, I support the production of Race Forward's medium to large scale (500 - 4,000 people) conferences, such as the Government Alliance for Racial Equity's Annual Membership Meeting and Race Forward's Bi-annual Facing Race Conference. In this position, I participate and help lead project narrative concept development, logistics management, attendee support, talent, partners, and vendor coordination, and reporting on the successes and challenges of various events. Other duties include attending host city site visits, participating in pass-through grant-making decisions, supporting virtual training/offerings, material/resource development, logistics coordination, and managing multiple inboxes. I spearheaded Race Forward's first youth-centered conference, #RaceAnd Our Present, Our Future. This included developing strategic partnerships and building/ coordinating a nationwide national host committee of organizers and youth leaders. This set the foundation for Race Forward to expand its work to include youth as key stakeholders.

As Building Racial Equity Administration, I communicated directly with Race Forward's affiliate trainers to coordinate virtual "tech/dress rehearsals" in preparation for online offerings, managed online registrations for national trainings, and managed group inboxes.

## Critical Exposure - Washington, D.C Partner-Based Programs Manager

July 2019 – March 2020

I was responsible for ensuring that Critical Exposure's school-based programs met Critical Exposure's three outcome areas: the development of youth power agency, photography storytelling skills, and youth-led organizing campaigns. This role also includes supervising two full-time program staff, coordinating program team meetings, supporting overall recruitment, and organizing strategy planning.

Additional work areas included developing resources and materials, tailoring curriculum, and building relationships with local DC coalitions and collaboratives whose work aligned with our narrative and issue strategies.

## East Harlem Scholars Academy Middle School - New York, NY Educator Coach [Contracted Consultant]

August 2018 – June 2020

During this independent contract, I supported school administrators in developing their strategy for restorative justice implementation at the East Harlem Scholars Academy Middle School. This includes classroom observations/ feedback, offering one-to-one coaching to a group of 6-8 school educators, creating "family facing" restorative practice materials, and facilitating professional development training. This also included coordinating school staff in developing a "Restorative Justice Action Team" to continue building the RJ work at EHSA.

## The Leadership Program - New York, NY Restorative Justice Coordinator Leadership Trainer

January 2018 – May 2019

October 2017 – Sept 2019

For two years, I worked with The Leadership Program to facilitate workshops and programming in schools throughout the Bronx. My primary role had been Restorative Justice Coordination at two Bronx middle schools, Leaders of Tomorrow and Academy of Public Relations. In addition to staff coaching and development, I supported administrators in developing "Principal Action Plans," which outline 3-5 restorative justice implementation plans for each school, along with "Restorative Accountability Menus" that could be used in place of zero tolerance discipline practices.

## Other Accomplishments

**Developed & Launched "Encouraging Youth Leadership (Adult Allyship 101)" Training at Facing Race 2018**

**Received Bronx Borough President Proclamation of Excellence in 2014** in recognition of my role and support in shaping the Bronx Borough President's 2014 Education Summit at Lehman College.

**Received Casa Atabex Ache's 2014 Womyn Warriors Award** in recognition of my activism and commitment to the South Bronx and women of color.

### Education & Training

- Cvent's Event Management for Planners Part I & II (Virtual)
- Race Forward's Building Racial Equity Training Tier 1 & Tier 2 (Virtual)
- Heart Saver First Aid & CPR/AED Certified (Washington, DC)
- Fly By Light 3-Day Social Emotional Learning Training (Washington, DC)
- Department of Correction PREA Safety Training (Queens, NY)
- Department of Education Paraprofessional Certification (New York, NY)
- AORTA Communications & Decision-Making Training (New York, NY)
- Communities United for Police Reform Training for Trainers (Brooklyn, NY)
- FCYO's Leadership Development Pipeline Training (Santa Cruz, CA)
- School Of Unity and Liberation (SOUL) Training for Trainers (Oakland, CA)
- Children's Defense Fund Young Abolitionist Leadership Training (Clinton, TN)
- Gamaliel Foundation National Leadership Training (Sonoma, CA)
- Customer Service Certificate Received, CUNY LaGuardia CC (Queens, NY)
- SOUL's National Youth Organizing Training Institute (Detroit, MI)
- HS Regents Diploma Received, Monroe Academy Visual Arts & Design (Bronx, NY)

### Friends of Island Academy - Riker's Island, NY Youth Advocate

February - June 2017

As a Youth Advocate, I was responsible for outreach to and recruiting incarcerated men ages 18-21 into our reentry network; this included working directly inside housing units to build solid mentoring relationships based on trust and transparency. It was tasked with facilitating a healthy transition of 60-80 incarcerated young people back into the community and offering ongoing support after release.

### Streetwise And Safe - New York, NY

#### Interim SAS Coordinator (Executive Director) Program Coordinator

January - May 2016

November 2014 - May 2016

Responsible for all programming and youth development work, including oversight of paid "Know Your Rights" Training for Trainers program tailored for Queer/Trans Youth of Color (14-24) who have experienced homelessness, trading sex, and discriminatory policing. Coordinated workshops facilitated by young people, held in organizations and shelters throughout the five boroughs and at national conferences such as Creating Change and the Allied Media Conference. Encouraged youth engagement in state and federal policy work, including "No Condoms as Evidence" and "Stop, Stop & Frisk." Coordinated travel and event logistics for all program events, training, and national convenings. Worked alongside Communities United 4 Police Reform to create a community-facilitated "Know Your Rights" curriculum that could be used and replicated throughout the abolition movement. I also facilitated outreach efforts during "Kiki Coalition" Ball Scene events, where we distributed Know Your Rights Materials, Condoms, and Legal Support Resources.

### Youth Ministries for Peace & Justice - Bronx, NY

#### Community Organizing Coordinator

October 2011 - November 2014

I coordinated a team of directors and led youth organizers, responsible for one of three organizing campaign areas: Environmental Justice, Anti-Discriminatory Policing, and Education Reform. This role included supervising a team of 3 adult full-time staff, 3 paid college-age interns, and 10-12 part-time youth staff, and creating, overseeing, and executing our "Community Organizing Leadership Academy." Represented organizations in city-wide and national coalition spaces, including Dignity in Schools National & NY (Steering Committee Member) and the Alliance for Educational Justice.

### Sistas and Brothas United/ Northwest Bronx Community & Clergy Coalition - Bronx, NY

#### Youth Organizer

October 2010 - October 2011

As a lead organizer for local education reform campaign efforts, my primary duties included leading school outreach efforts for mass mobilization. They acted as one member of a team of mentors to over fifty youth leaders of color, ages 14-20. Represented the organization at Urban Youth Collaborative and Dignity in Schools NY coalition meetings and actively participated in city-broad restorative justice policy work by facilitating monthly coalition meetings with the NYC Department of Education and meetings with city council members and other elected officials. They were supported in the planning and execution of youth and organizer development training and retreats.

### Sistas on the Rise - Bronx, NY

#### Program Coordinator

May 2007 - November 2009

We coordinated and executed a three-tiered leadership development program that used our personal herstories and ancestry to inspire community activism. Part of this work included community education on reproductive rights and wellness. We participated in our "leadership circle" to plan program structures, organizing, and fundraising events.