Moscow Food Co-op Board of Directors Application

PART I. APPLICATION CONTACT INFORMATION

A. Brittany M. Harrington
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PART II. CANDIDATE STATEMENT

1. I have a bachelor's and a master's degree from U of I. I have five years of experience working at the University of Idaho and three years of volunteer coordination and public outreach experience from an Idaho hospice agency. I moved from a departmental administrative assistant to the event and development coordinator in the Dean's Office at the College of Natural Resources. My current job title encompasses multiple working areas. I regularly balance the planning, organizing, coordinating, and execution of multiple high priority projects. I directly assist the college's leadership team while also coordinating college-wide events. I am very organized. Additionally, I am always eager to learn new skills and welcome changing responsibilities as an institution grows and changes. I seek out opportunities for growth and improvement. I graduated from the Leadership Moscow program hosted by the Moscow Chamber of Commerce in 2019. As volunteer coordinator for the hospice agency, I helped connect community members with patients in need and served on the company's Veteran Services and Ethics Committees. Since starting my career at U of I, I have taken several leadership trainings and I currently serve as co-chair of the college's Diversity, Equity and Inclusion Committee. I work well independently, though I am an extrovert and truly enjoy working in a team environment. I feel my best knowing I have helped someone and seeing others succeed.

2. I fell in love with the Moscow Food Co-op when I returned to Latah County in 2015. I had never shopped there when attending school as an undergrad and couldn't believe how much I had missed. I enjoy the friendly atmosphere, the evident support of local growers, and easily finding organic foods that fit into my diet. Shopping at the co-op makes it easy to find a variety of dairy-free and vegan food with more options than other grocers. I can also more easily adhere to a sustainable way of living by purchasing eco-friendly home, beauty, and pet products. I want to help others discover the joys and benefits of shopping at the co-op like I did. I want to promote the education programs, encourage volunteerism, support local growers, and engage with the community. I thought about joining the Board of Directors several times before, but I chose to focus on my graduate studies. Now that I graduated, I have time to give back to this amazing place and its customers.

3. My first gainful employment after university was as a volunteer coordinator with Heart 'n Home Hospice. I was part of the patient care teams. I met with each patient's care team every other week where we discussed their physical, emotional, and social needs. I helped coordinate care with nurses, social workers, the spiritual care provider, and the medical director. This setting was an amazing introduction to working in team environments. We shared advice, listened to directions, voiced concerns, debated, and delegated. We were able to use each other's strengths within our disciplines to support each member of the team in order to best care for patients and support their families. I also served on the Veteran Services Committee and Ethics

Committee. Each of the eight offices had one representative on each committee. We had to make decisions on what was best for the company as a whole and our specific units, which meant coordinating efforts or assigning them to an individual. After joining the University of Idaho, I participated in Leadership Moscow and the university's Leadership Development Program. Each provided instruction on decision making, group dynamics, delegation, communication, and team building. I currently serve on the College of Natural Resource's Diversity, Equity and Inclusion Committee as a co-chair. I share decision making power with three faculty members and two students. I also supervise part-time employees where I must coordinate their schedule, plan their work projects, and delegate tasks. I enjoy working in a team environment where I can learn from others, have lively discussions, and trust in others' expertise as well as my own.

4. I can make a three-year commitment and I agree to abide by the campaigning and electioneering guidelines.

5. Thank you for considering my application. I am grateful for the opportunity to be a part of this democratic process.

PART III. RESUME OR CV

Attached

PART IV. CONFLICT OF INTEREST STATEMENT AND DISCLOSURE FORM

Attached

BRITTANY M. HARRINGTON

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EDUCATION

M.A. in History (2020) University of Idaho, Moscow, Idaho (GPA: 4.0)

B.A. in International Studies (2011) University of Idaho, Moscow, Idaho

- Major Focus: International Affairs and Latin America (Study Abroad - Costa Rica)
- Minors: International Comparative Politics, Spanish

PROFESSIONAL AND ACADEMIC EXPERIENCE HIGHLIGHTS

Development Coordinator, College of Natural Resources, UNIVERSITY OF IDAHO (Jan 2019- Present)
I directly support the Director of Development. I manage donor stewardship, marketing, and communications. I progress prospect cultivation and stewardship by developing personalized plans for donor engagement and relationship maintenance. I assist with communications and answering incoming requests for information, meetings, and other administrative support. I engage with students, staff, faculty, alumni, visitors, donors, prospects, and stakeholders, as well as serving as the event spokesperson and communication link for speakers, VIPs, students, faculty, and administrators. I seek opportunities to engage with alumni in the service of college initiatives and maintain active working relationships with government, industry, and agency partnerships by supporting the college advisory board. I also organize, coordinate, and implement college-wide special events for alumni, external stakeholders, and other development initiatives, which includes negotiating contracts, arranging logistics, and ensuring completion of all project activities.

Administrative, Development, and Events Coordinator, CNR, UNIVERSITY OF IDAHO (Oct 2017- Jan 2019)
I provided administrative support to the Office of the Dean, Marketing & Communications, Development, and other college administrative staff. I planned, organized, managed, coordinated, and implemented college-wide special events. I developed timelines, schedules, scripts, and communiqués for events and dean's team initiatives. I served as spokesperson and correspondent with government representatives, guests, donors, students, faculty, and administrators. I operated as the main receptionist for the college, engaged a wide variety of visitors, and improved record keeping processes. I maintained positive relationships with the student body and created a welcoming atmosphere. I worked closely with the Director of Development, supporting donor relations and stewardship. I supervised multiple work-study students during the academic year.

Guest Lecturer, UNIVERSITY OF IDAHO (Fall 2017 and Spring 2019)

- "Eugenics in Early Twentieth Century U.S." History 404- Race and Gender in the American West
- "History of Demography and Population Studies" History 379- History of Science II: 1700-Present

Administrative Assistant, College of Natural Resources, UNIVERSITY OF IDAHO (June 2016- Oct 2017)
I performed administrative support for the Department of Natural Resources & Society and the Environmental Science program. I maintained official records related to meetings, correspondence, policies, and procedures. I supported students, maintained their files and records, processed academic paperwork, and maintained excellent working relationships with the Office of the Registrar, COGS, and other university departments. I upheld regulations and policies, while providing information on degree program requirements to faculty, staff, and students. I met regularly with the Graduate Program Committee to assist in the management, recruitment, and retention efforts. I coordinated meetings and workshops, composed correspondence, and researched information for reports. I managed multiple faculty searches, as well as supervised work-study students.

Senator, Graduate & Professional Student Association, UNIVERSITY OF IDAHO (Sept 2016- May 2017)
I represented the History Department as a senator for GPSA. I served on the Sustainability Committee and the Outstanding Graduate Award selections committee.

Testing Assistant, Counseling and Testing Center, UNIVERSITY OF IDAHO (Oct 2015- June 2016)
I proctored exams for testing companies, working directly with students and communicating with the testing companies. I set up testing areas, delivered exams, and kept tester confidentiality. I served as office manager backup and scheduled counseling visits.

Volunteer Coordinator & Office Assistant, Heart 'n Home Hospice, CALDWELL, ID (Sept 2012- Sept 2015)
I managed the volunteer program for Canyon and Owyhee counties. I communicated with patients and families to address and fulfil needs. I recruited and retained volunteers for the program in multiple offices and counties. I provided education to the community on hospice philosophy and volunteer services and participated in outreach efforts. I trained new employees and assisted in the development of trainings and programs used by the company. I served as a member of the company's Veteran Services Committee and Ethics Committee. I was the co-advisor to the Cicely Ambassador Program, providing retreats and education to high school students. I regularly recruited and worked with university students. I also communicated with doctors' offices and managed electronic filing and charting.

Tutor, High School Spanish, BOISE, ID (2012)
I assisted high school students with homework and reviewed assignments. I prepared learning resources and assessed student needs.

COMMITTEES AND VOLUNTEERING

- **Co-Chair, Diversity and Inclusion Committee,** CNR (September 2019- Present)
- **Crop Mob, Moscow Food Co-op,** MOSCOW, IDAHO (September 2019)
- **Move-In Day Volunteer,** HOUSING & RESIDENCE LIFE, UNIVERSITY OF IDAHO (Fall 2019)
- **Small Group Facilitator, IMPACT Idaho,** NORTH AMERICAN INTERFRATERNITY CONFERENCE (January 2019)
- **Collections Committee, Latah County Historical Society,** MOSCOW, IDAHO (July 2016- Present)
- **Chapter Advisor, Alpha Gamma Delta,** MOSCOW, IDAHO (August 2016- May 2017)
- **Student Mentor, Academic Coaching Program,** HOUSING & RESIDENCE LIFE, U OF I (Fall 2016)
- **Depot Historical Museum,** POTLATCH, IDAHO (June 2016- June 2018)
- **Latah County Historical Society,** MOSCOW, IDAHO (November 2015-July 2016)
- **Heart 'n Home Hospice & Palliative Care, LLC,** CALDWELL, IDAHO (September 2012-May 2014)
- **Campaign & General Volunteer, Ada County Republicans,** BOISE, IDAHO (2012)
- **Campaign & General Volunteer, Ada County Democrats,** BOISE, IDAHO (2011)
- **Student Member, Distinction in International Service Award Selection Committee,** U OF I (2011)

AWARDS AND HONORS

- Outstanding Graduate Student Award, Graduate and Professional Student Association (Spring 2019)
- Outstanding Staff Award, College of Natural Resources, University of Idaho (2018)
- Scholarship Recipient, Alpha Gamma Delta Continuing Education Grant (Fall 2017)
- Most Inspirational Advisor Award, Alpha Gamma Delta- Delta Theta Chapter (Fall 2016)

PROFESSIONAL DEVELOPMENT TRAININGS

- Advancement and Career Development Working Together: Creating a 2020 Vision for a Modern Career Development Office that Supports College Advancement Goals- NAADA (May 2020)
- Respectful Communication: Transforming Debate to Dialogue (April 2020)
- Many Nations, One Family: Strengthening Connections with Indigenous Students (February 2020)
- Diversity and Inclusion (January 2020)
- Creating a Culture of Change (December 2019)
- Supervisory Excellence Program (October 2019- Present)
- Moscow Chamber of Commerce Leadership Training (September 2018- May 2019)
- Title IX Training (September 2018)

Potential Conflicts of Interest

Name: Brittany Harrington

Stated potential conflict:

None

None

None

None

Brittany Harrington

Signature

01 / 04 / 2021

Date

I understand that if a potential conflict of interest arises during my time on the Board, I will inform the Board at the next regularly scheduled meeting.

Please initial: BH

HELLOSIGN

Audit Trail

TITLE	Conflict of Interest Statement and Disclosure Form
FILE NAME	1. Potential Conflicts of Interests.docx
DOCUMENT ID	20c086ea937de0a5c3c68bd0d77cc1773736fa69
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