

Stephanie Blessing
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Education	Master of Arts in Geography	Bachelor of Arts in Sociology & Philosophy
	University of Kentucky Lexington, KY	University of Kentucky Lexington, KY
	Cumulative GPA 4.0/4.0 August 2007	Cumulative GPA 4.0/4.0 December 2002

Employment History

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|-------------------------------------|--------------------------------|---|-----------------------|
| Owner | 2/2015 – present | Red Beet Row Education Farm | Jefferson, OH |
| | | <ul style="list-style-type: none">- Operate my own non-profit educational farm teaching classes on sustainable agricultural practices; give tours; provide demonstrations; grow and sell vegetable and herb plants; vend at farmers markets.- Create websites, newsletters, promotional materials, educational hand-outs, and farm grant applications.- Research and participate in agricultural programs, such as NRCS's EQIP grant program; research local, state, and federal regulations, labeling and licensing rules, as they arise.- Do my own bookkeeping, taxes, invoices, sale records, etc. | |
| Class Administrator | 2/2016 – present | Home Repair Resource Center | Cleveland Heights, OH |
| | | <ul style="list-style-type: none">- Teach hands-on do-it-yourself home repair classes; facilitate guest teachers; create new curricula; make teaching models; develop series content; learn new repair skills.- Administer tool lending library for students; teach tool use; maintain inventory; keep books for the program.- Maintain WordPress website; make weekly email newsletter; write occasional grants and reports. | |
| HEAP Seasonal Service Worker | 10/2015 – 2/2016 | Ashtabula County Community Action Agency | Jefferson, OH |
| | | <ul style="list-style-type: none">- Assist low-income clients in a direct service position- Qualify clients for heating assistance programs based on income and heating need- Refer clients to other agency programs according to need | |
| Tool Library Administrator | 8/2012 – 10/2014 | Rebuilding Together Central Ohio | Columbus, OH |
| | | <ul style="list-style-type: none">- Loaned gardening and home maintenance tools to the public through a free lending library program.- Created, secured funding for, and managed a rain water catchment program for urban community gardens.- Served as liaison between City of Columbus and community garden groups receiving city grants.- Researched, found and implemented new database system for daily operations.- Supervised tool inventory; utilized 2 databases; maintained budgets; wrote grant applications and reports. | |
| Farm Manager | 2/2012 – 8/2012 | Jorgensen Farms | Westerville, OH |
| | | <ul style="list-style-type: none">- Managed five-acre certified organic vegetable and herb production farm; learned organic certification requirements; created maps, reports, and record-keeping practices; vended at several farmers markets.- Supervised and directed the work of 4-8 crew laborers; experience managing sheep herd.- Cared for vegetable and herb plants from seed to harvest: bed preparation, irrigation, fertilization, and weed and pest control; established and managed crops in five hoop houses. | |
| Farm Worker | 9/2010–11/2010, 9/2011–11/2011 | Shepherd's Corner Farm | Blacklick, OH |
| | | <ul style="list-style-type: none">- Cultivated vegetables on a three-acre vegetable and herb farm run by the Dominican Sisters of Peace.- Led volunteers of all ages to do farm tasks; vended at weekly on-site market; cared for farm animals.- Maintained 100 acres of forested meditation trails; completed carpentry tasks; operated equipment. | |

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Employment History Cont'd

Farm Worker 4/2011 – 9/2011 **Rock Dove Farm** West Jefferson, OH

- Completed farm labor for this first-year twenty-three-acre vegetable farm: seeding flats, making soil blocks, transplanting, direct seeding, hand hoeing, harvesting, and processing vegetables.
- Picked and delivered 100+ share CSA; operated farm equipment; built and maintained hoop houses.
- Recruited and managed day laborers; oversaw vegetable processing facility; vended at farmer's markets.

Enrollment Specialist 12/2007 – 3/2010 **Ohio Association of Foodbanks** Columbus, OH

- Completed SNAP (Supplemental Nutrition Assistance Program) applications for home-bound clients, and for walk-in clients in a direct service office. Also completed applications for Medicaid, heating assistance, and other benefits. Helped clients gather all necessary documentation, and troubleshoot long term problems.
- Completed income tax returns with low-income clients using a free online software, "Ohio Benefit Bank"
- Answered hotline calls from low-income Ohioans searching for financial assistance to meet basic needs.
- Liaison for clients in two pilot programs with Franklin County Department of Job and Family Services.
- Wrote frequent reports; tracked daily activities; created explanatory materials for clients and office staff.

Teaching Assistant 8/2006 – 5/2007 **University of Kentucky** Lexington, KY

- Taught class during professor absences; advised college students on study skills and homework
- Graded assignments and exams; entered grades into databases and spreadsheets
- Performed support duties; troubleshoot technology; made copies; reserved materials

Legal Secretary 6/2004 – 9/2006 **Joe F. Childers & Associates** Lexington, KY

- Communicated difficult legal details and language to low-income clients in environmental law cases.
- Drafted legal documents for lawsuits, personal injury claims, business establishments, and other actions
- Executed all payroll and billing duties; answered phones; maintained attorney's appointment schedule; entered court submissions; completed legal forms; performed legal research; wrote reports

Additional Skills & Publications

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher); Adobe Acrobat; Google Workplace Suite (Drive, Docs, Groups, Calendars); Outlook; DropBox; Mailchimp, Constant Contact, and other email marketing programs
- Skilled at researching, writing, editing, catching small details, formatting, maintaining complex spreadsheets, and creating accessible publications for diverse audiences
- Competent in WordPress. See my farm website. See also two volunteer group websites I created and maintain:
www.redbeetrow.com
www.reedsandroots.org
www.acww.us
- Published Master's Thesis online: "Appalachian Ingenuity in Action: Activists Reach Beyond Traditional Economic Development in Kentucky"
http://uknowledge.uky.edu/gradschool_theses/470/

Community Organizing Experience

2018 – present Reeds & Roots Skillshare, Lead Organizer Northeast Ohio

Organize 10-30 volunteers using remote communication (email, phone, Zoom, Google Drive) to hold bi-monthly meetings planning a large annual event teaching sustainable living skills. Recruit new volunteers and teachers, train them remotely, take minutes, facilitate meetings, schedule, lead occasional large in-person meetings, layout timelines, send out regular marketing emails, and lead other event-planning details. Research and provide advice on legal entities and non-profit 501(c)3 tax exempt status.

2014 – present Ashtabula County Water Watch, Secretary Ashtabula, OH

Schedule meetings, take notes, create online and on-paper outreach materials, write and send press releases, maintain media list, organize educational events, facilitate strategy sessions among members, give educational presentations to the public, publish marketing materials for specific campaigns.

2015 – 2019 Whippoorwill Festival, Lead Organizer & Bookkeeper Kentucky

Scheduled meetings with volunteers all over the country, communicated by email and phone, took notes, updated absent participants, trained new volunteers, oriented volunteers to Google Drive, Asana, and kept cloud-based files organized. Maintained account records, filed taxes, researched and established the legal entity for this unincorporated association, provided detailed reports at meetings including analysis of funding streams and expenses. Updated website in WordPress, sent out regular email marketing newsletters.

2009 – 2014 Columbus Housing Justice, Lead Organizer Columbus, OH

Led outreach efforts such as door-knocking and resident meetings to build momentum among public housing residents to stop demolition of their housing. Created talking points for media interviews, wrote and sent out press releases, met with newspaper reporters, maintained media contacts, drafted and placed newspaper ads, organized rallies, tabled at events, made brochures and fliers, facilitated large and small meetings, and attended trainings on how to do grassroots community organizing.

Complete community organizing experience available upon request