

CELEASE JORDAN

HEALTHY TEEN NETWORK

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SKILLS & SUBJECT AREA EXPERTISE

Celease Jordan (she/her) is a program manager with experience in project development, implementation, and operational improvement. She is passionate about providing youth with a safe space to learn and thrive. Celease has experience supporting educators, students, and families, implementing equitable professional development trainings, event planning, data collection and analysis, and database management.

EDUCATION

STEVENS UNIVERSITY, OWINGS MILLS, MD

BACHELOR OF SCIENCE, PSYCHOLOGY, 2018

PROFESSIONAL EXPERIENCE

PROGRAM MANAGER, CAPACITY BUILDING

HEALTHY TEEN NETWORK, BALTIMORE, MD

2024 - PRESENT

Manage the *U Choose Clinic, Classrooms, and Community (3-C)* program. Co-plan and co-facilitate in-person and virtual professional development events for Baltimore City Public School educators. Support, train, and evaluate health educators on program implementation. Develop and monitor contracts, budgets, and reports as part of the Health Education team at BCPS.

SENIOR PROGRAM COORDINATOR

ARTS FOR LEARNING MARYLAND, BALTIMORE, MD

2021-2024

Developed and implemented an art-based after-school program across six sites within Baltimore City, impacting over 600 students each year. Management of the program consisted of recruiting, interviewing, hiring, and overseeing over 100 staff and volunteers, communicating and building connections with families, stakeholders, principals, and supervising contractors.

- Organized multiple site-wide events over the course of the program, both in-person and virtual, including assemblies, end-of-year events, family nights, and field trips.
- Recruited and enrolled over 600 students in the program within a month of the program application opening on our website.
- Maintained a program student attendance rate of 80% over the course of the program.
- Saw an 85% staff retention rate over the course of three years in the program.
- Promoted program diversity through the implementation of inclusive curriculum, staff professional development, student books, and hiring practices.
- Ordered art and food supplies, created and distributed marketing materials, organized contracts with outside vendors, and coordinated with site directors and staff.
- Impacted program funding by collecting, analyzing, and presenting student and staff data to stakeholders, and assisted with annual grant writing.



PROGRAM COORDINATOR

CARSON SCHOLARS FUND, TOWSON, MD
2018 - 2021

Coordinated a nationwide, merit-based, scholarship program. Key responsibilities included administering a database of over 8,000 scholarship participants and alumni, processing biannual scholarship payouts, scholarship distribution, and application processing and scoring.

- Overhauled the creation of reading rooms in schools across the country.
- Supervised a team of educators, community members, and funders to plan, build, and purchase books, furniture, and supplies with a budget of \$17,500.
- Executed an annual project, "National Day of Reading," consisting of outreach to local community leaders for read-aloud assemblies to promote reading.
 - Assembled a team of 15 community members to read to 12 different schools in MD, FL, CA, D.C., and PA.
- Spearheaded the creation and execution of annual awards banquets for over 450 families, funders, and volunteers. Worked with vendors, and organized RSVP lists, VIP members, and award recipients.
- Established and oversaw a successful scholarship alumni program within the span of eight months. Management consisted of crafting virtual events, mentoring initiatives, and budget administration.
- Organized school-wide grand openings that required coordinating with the nonprofit founders' schedule, communicating with schools, and managing events remotely.

