

Diane E. Brandon, M.Ed.

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Professional Profile

Project and Program Manager, Website Content Manager, Researcher and Writer, Community Organizer

Strong communication, analysis and synthesis skills

Professional Experience

Administrative Assistant, Green Acre Bahá'í School, Eliot, Maine

(October 2007 to present)

- Responsibilities include assisting the Co-Administrators in a variety of tasks, assisting the Registrar, and primary responsibility for the monthly eNewsletter as well as other communications.

Project Manager, Grant Writer, Website Content Manager,

Coordinator: Community Wellness/KEYS Coalition (July 1996 – Dec. 2007)

- Established regional website www.KEYSregion.org to serve Kittery, Eliot, York, and S. Berwick, Maine (KEYS) and entered all content for the website; currently responsible for website content management and related email lists; write and send KEYSeNews 2-4 times/month
- Coordinated the Internet Mapping for Communities project, funded by the U.S. Department of Commerce, resulting in www.CommunityData.net which offers citizens and local groups access to state and national data to use for community indicators projects; responsible for the content management on that website
- Selected to participate in a SAMHSA-funded study of eight Maine community coalitions; the report is downloadable at <http://www.maine.gov/dhhs/osa/prevention/community/spfsig/projects/ugs.htm>
- Led participatory community assessment processes, resulting in two publications, including KEYS Counts 2004, downloadable here: <http://www.keysregion.org/publications.htm>
- Organized small and large meetings using participatory processes such as Future Search and World Café
- Organized a regional co-location site for non-profit organizations, Landmark Hill Community Resource Center in Kittery
- Initiated and organized a state-wide Family Resource Center Network; convened and facilitated a community group to establish the Family Resource

Center at Landmark Hill

- Wrote or supervised the writing of grants for over \$2.5 million for community programs in the KEYS region
- Convened and facilitated a variety of community committees, task forces, focus groups, etc.

Counselor, Project Director, Prevention Specialist Plymouth State College (September 1990 - June 1996)

- Counselor, Office of Counseling and Human Relations: student counselor specializing in substance abuse issues
- Campus Wellness Center Director & FIPSE Grant Project Coordinator: Led collaborative design process, wrote grant proposal, and coordinated the project, 1992-1994 U.S. Department of Education FIPSE-funded (\$200,000) program for student well-being, serving over 4,000 students, with faculty and staff involvement. Designed and led student retreats, workshops, conflict resolution programs; wrote a column for the town newspaper; college liaison to Plymouth Regional Committee on Children and Youth, Whole Village Family Resource Center
- Campus Substance Abuse Prevention Specialist: Chaired campus task force made up of department heads and student leaders; designed and carried out educational programs and workshops

Executive Director, Citizens Against Substance Abuse (CASA), Flagstaff, AZ (October 1987 – June 1989)

- Supported the development of this coalition, including incorporation as a non-profit, IRS tax exempt application, and United Way membership application process, all done successfully. Organized city-wide events such as Celebrate Youth Day and the Red Ribbon Campaign

Caseworker, State of Vermont and **Family Advocate**, Sunrise Family Resource Center (January 1982- June 1987)

- Child Protective Services Caseworker for the VT Agency of Human Services; offered trainings for the state and organized local projects to support improved parenting practices
- Family Advocate at Sunrise Family Resource Center: provided intensive in-home interventions for highly stressed families; brought together service networks for better coordination in serving families

Consultant, Educator in private practice (Intermittent, 1974 – 1996; 2007)

- Website Content Manager; Family Mediator; Project and Program Coordinator; Parent Educator

- Adjunct Faculty, Granite State College, formerly CLL, January 1997 - July 1998
- Family Mediation Program Coordinator and Volunteer Mediator

Education & Professional Development

Postgraduate

College courses leading to VT and NH School Guidance Counselor certification; Final Product: "Teaching Students about Themselves and Human Development Through Exploring Their Own Life Stories" K-12 curriculum. (1992)

M.Ed. Lyndon State College, Lyndonville, Vermont (May 1982)

GPA 4.0 /GRE Score of 800 on Analytical Section

Master's Project: "A Design for a Wholistic Parent Education Program."

Practicums: Northeast Kingdom Mental Health Services, Parenting Programs

B.A. Bennington College, Bennington, Vermont (June 1967)

Concentrations: Experimental Psychology, Child Development, Art, and Mathematics

Field Work: Chicago Mental Health Center, Yeshiva University Psychology Dept., St. Barnabas House Children's Shelter, and James Jackson Putnam Children's Psychiatric Center

Certifications and Licenses (Partial listing)

School Guidance Counselor, NH, 1991 – 1997

Guardian ad Litem, NH, 1990

Alcohol Counselor (CAC), NH OADAP, 1987 – 1996

Certified Mediator, Active 1983 - 1990

Continuing Education (Partial listing)

GIS Mapping for Land Trusts (Jan. 20, 2007)

The Natural Step for Communities (Weekly Jan. – March 2007)

HUD Grant Writing Training (August 22-23, 2006)

Unified Governance Structures for Community Coalitions (Monthly June 2005

– Sept. 2006)

Presentations (Partial listing)

Insights for Program Planners Conference: Unified Governance Study (9/27/2006, Farmington, ME)

Community Indicators, Assessment Conference (6/2004, Waterville, ME)

Healthy Community Coalitions (5/2004, Damariscotta, ME)

Women as Leaders – Developing Your Full Potential (6/2002, UNH)

Continuing Education)

Future Search Workshop, Spirit of Community Conference (5/2002, Holy Cross College, MA)

Community Change Panel, Philanthropy Partners Conference (3/2002, Maine)

Community Volunteer Work (Partial listing, not including Baha'i service)

Portsmouth Sustainability Initiative, Steering Committee and website content manager (Dec. 2006 - present)

Eliot Local Access Cable TV Work Group 2005-06; Comprehensive Plan Committee 2006 – 2009)

Maine Network of Healthy Communities, Board of Directors (2000-2006)

Eliot Comprehensive Plan Subcommittee on

Facilities/Recreation/Transportation (1997-2000)

United Way of York County "Voices" Focus Group Facilitator (1997)

Mediator, Belknap County Mediation Service, NH (1989-1990)

Sunrise Family Resource Center, Board of Directors (1984-1986;

Chairperson 1985-1986)

Family Mediation Service, Bennington, VT, Co-founder and Mediator, VT (1985-1986)

Vermont Lung Association, Advisory Board Member (1984-1985)

Bennington Family Resource Network, Founder and Coordinator (1983-1986)

Computer Skills: MS Office (Word, Excel, Power Point), Contribute (Dreamweaver content management software), Mac and PC email programs and web browsers. I enjoy working with new software programs, and learn quickly.

Baha'i Service

Assembly Member

Kittery, Maine 1974 – 1978

(1978 – 1982 resided in a VT town with no Assembly)

Bennington, Vermont 1982 - 1986

Flagstaff, AZ 1987- 1989

(1989 – 1995 resided in a NH town with no Assembly)

Eliot, ME 1996 - present

Corresponding Secretary: I've served in this role with the Eliot Assembly for 9 of the past 11 years, and served as an Assembly officer for the other Assemblies as well. I manage the Eliot Baha'i Community (EBC) listserv and website: www.bahaisofeliot.org .

Intercommunity Committee: I served as a member of the intercommunity committee (PAC: Piscataqua Area Committee) 1996 - 2007, often as secretary. (The committee was disbanded, to focus more fully on Cluster activities.) I currently serve on the Eliot Assembly's Task Force for the annual Sarah Farmer Peace Award program held at Green Acre. I also co-manage the Piscataqua Area Baha'i (PAB) listserv, with the Portsmouth Assembly secretary, Calvin Wels, as the other co-manager.

Ruhi Tutor: My husband and I completed the sequence of Ruhi courses in 2005, and we have co-tutored Books 1, 2, 3, 4, 6, and now 7. I enjoy making home visits. My husband and I have held devotional meetings in our home (though not currently), and we've assisted in small ways with children's classes. (We were also trained in the Fundamental Verities curriculum, through Book 3, and in Core Curriculum.)

Planning Committee for Green Acre weekends: I have been part of the planning committee for the Education for Sustainable Development weekends at Green Acre, September 2006 and 2007, working with Peter Adriance. (An Interfaith Sustainability Team evolved from the 2007 weekend, and I've served on it since then.)

Sarah Farmer Women's Center: I volunteered in the 1990s with other Baha'i women to organize several conferences and workshops at Green Acre.

Social and Economic Development Facilitation: I trained in the 1990s with Mottahedeh Development Services' Institute for SED Facilitation (ISEDf), completing that program, and assisting Beth Bowen in offering courses on same at Green Acre. (I have also participated in two of the Rabbani Trust SED conferences in Orlando.)

Travel Teaching: In 1977 our family spent a summer with a travel teaching project on Eleuthra, an out-island in the Bahamas. We also traveled in the US during some summers, and volunteered at NABI. We made home visits to Navajo and Hopi homes, and tried to be of assistance in teaching on the reservations.

Portsmouth Baha'i Center volunteer: In the 1970s I was the secretary of the Intercommunity Committee that managed the storefront Portsmouth Baha'i Center.

Employment at Green Acre Bahá'í School in Eliot, Maine: In the 1970s, I worked part-time as the Green Acre winter weekend cook. Starting in late October 2007, I assumed the position of part-time Administrative Assistant at Green Acre, working three days per week. My responsibilities include assisting the Co-Administrators in a variety of tasks, assisting the Registrar, and having primary responsibility for the monthly Green Acre eNewsletter, working with the Office of Communications at the National Bahá'í Center. (eNewsletters on the web here: <http://www.greenacre.org/> on the eNewsletters page)