



Mayor of Providence

Angel Taveras

HAND-DELIVERED

January 28, 2011

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day re-appointing Donna Williams of 94 Walton Street, Providence, RI 02908, as a member of the Human Relations Commission for a term to end January 2014, and respectfully submit the same for approval.

Thank you for your attention to this matter.

Sincerely,

Angel Taveras
Mayor

AT/gc

IN CITY COUNCIL
FEB 17 2011

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

CLERK

Donna Williams

94 Walton Street

Providence, RI

02908

(401) 467-3989

(401) 663-4357

Donna.deedee.williams0@gmail.com

Personal objective:

To acquire a position that will offer the opportunity for growth in the fields of education and prevention.

Work Experience:

2009-present Director of Outreach and Engagement
The Housing Action Coalition

1070 Main St.
Pawtucket, RI 02860

As the Director of Outreach and Engagement my responsibilities include recruitment, screening and hiring AmeriCorps members. Managing the AmeriCorps grant and supervising the members for the service year. Providing direction to all the site coordinators and organizing the AmeriCorps day to day site task. I also educate the community on public housing issues, and tenant engagement strategies while networking with local associations that serve our tenants. I organize joint projects for tenants and housing programs to get to know how systems work and what are local resources available to them. I conduct ongoing trainings for our tenants and the community as a whole.

2004-2009 Director of Advocacy
Sojourner House Inc.

386 Smith St.
Providence RI 02908

As a member of the senior team my responsibilities include implementation and enhancement of direct services provided by Drop in Center advocates. Research and write grants to continue to enhance programming. The direct supervision of three managers which include: The Latino Program Manager, The Restraining Order Program Manager and The WomenCARES Program Manager. To network and connect with community based agencies to provide our clients with a continuum of care. As the Founder of the WomenCARES Program continue to raise awareness and educate the community on the connection between HIV and violence against women and the resources available to them. Conduct ongoing trainings to assist staff in professional growth and enhancement. Oversee the maintenance and daily management of the Advocacy Resource Center and to perform as an integral member of the management team.

1999-2004 Program Manager
WomenCARES

386 Smith St.
Providence, RI 02908

Responsibilities included the development and implementation of the only program in RI that makes the connection between HIV and domestic violence. To conduct focus groups and provide programming for abused women in RI to assess their risk for HIV/AIDS and other STD's. Facilitate staff trainings for Sojourner House staff as well as other community based agencies. Supervise the three WomenCARES staff and peer educators. Coordinate World AIDS Day events for agency and attend all board meetings that help us maintain a connection with the community.

1998-1999 HIV/AIDS Outreach Educator
Project ACHIEVE
Memorial Hospital of RI

165 Brewster St.
Pawtucket, RI 02860

Responsibilities included the recruitment and education of high risk women for the purpose of acquiring information as it pertained to their willingness to use a potential vaginal microbicide. This also included interviewing women and assessing their level of risk for HIV. Pre-post test counseling and risk reduction counseling were important pieces to this job.

1991-1999 Child Life Specialist
Talbot Treatment Centers, Inc
Day Treatment for Women and their children

90 Plain St.
Providence, RI 02903

Responsibilities included development and implementation of individual and group programming for pre-school children. Conduct clinical observations to be used in treatment planning for child and family therapy. Facilitate group activities for mothers and their children. Provide feedback and input on the women and children as an intrigue member of the treatment team. Perform home-visits to assist women with daily living skills. Coordinate a weekend parenting group and conduct family sessions to assist clients in the development of healthy family structures.

Education

1983-1985 Community College of Baltimore
1995-1997 Community College of Rhode Island

Early Childhood Education
Human Services

Relevant Experience

Licensed Minister
RI School of Addiction Studies
Pre-Post Test Counseling
Women's Leadership
Co Chair for the RICPG for 4 years
Community Planning Group for HIV Prevention Member
2000 AIDS Leadership Award Winner
2002 Community Member of the year -RICARES
Current Commissioner on The Providence Human Relations Commission

Evaluation Training
Curriculum Training
Community Activist

Domestic Violence 101
HIV/AIDS 101

References Available Upon Request

Rev. Katherine Soares
45 Moore St.
Providence, RI 02907

401-497-7422

Tressa Washington
66 Croyland Rd.
Providence, RI 02907

401-286-1432

Teresa Fortes
64 Rhode Island Ave
Pawtucket, RI 02860

401-365-0950