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EXPERIENCE

The Delaware Developmental Disabilities Council (DDC)
Community Resource Officer
February 14, 2019 - present

- Develop agency policies, procedures and programs for dissemination of information and matters of public debate and for dissemination of information to the public and/or media groups
- Compose and distribute various reports concerning the business of the Council to the Federal government, council members and the general public
- Establish and promote a positive image of the DDC
- Inform or influence specific audiences using communications such as public forums, print/electronic media, writing/editing, marketing, advertising, or special events
- Gather, organize, format, translate, and interpret information for use by the media or public
- Disseminate information through the use of print, broadcast or electronic media
- Attend and present information about the Council and the needs of its members to Department of Education, Divisions within the Department of Health and Social Services, other State agencies and community partners which includes gathering, preparing and presenting information for use by the public and media groups
- Develop, plan and direct public events, campaigns, programs, and services to meet community needs
- Develop policies, procedures and/or programs for dissemination of information to the public and/or media groups
- Coordinate timely and accurate responses to citizens, community groups and governmental agencies
- Encourage participation in the use of agency services
- Coordinate and conduct public meetings, media events or educational programs
- Ensure effective collaboration with other agencies, media and the general public

Delaware Developmental Disabilities Council (DDC)
Administrative Specialist I
April 2015 – February 14, 2019

- Maintain all social media outlets used by DDC
- Record, type, and distribute minutes of meetings
- Coordinate all booking of venues for meetings and events
- Schedule and coordinate caterer/food for Council meetings
- Assure meetings are listed on the State-wide calendar

- Complete public relations functions relative to providing information to local media outlets (newspapers, TV, etc.)

Founder/President

We Stand 4 Something, Inc.

October 2014 – present

- Design and Developed programs delivered to people with disabilities, family members, community partners and members of the organization
- Train/mentor young people (ages 16 – 21) and volunteers in support of the organization’s mission and carrying out duties as assigned
- Budget to support the goals of the organization and provide fiscal accountability
- Execute contracts and monitor deliverables to assure adherence with contract service level agreements
- Share knowledge of disability legislation and information about the Americans with Disabilities Act, the Rehabilitation Act Title VII and other state and federal legislation as it relates to the work of the organization.
- Supervise or direct the supervision of staff, volunteers, and college interns
- Provide assistance, research, and guidance to the Board of Directors
- Provide ongoing support to empower people with disabilities of all ages through a variety of means to be effective self-advocates and to persist in the pursuit of their goals
- Provide services such as advocacy, life coaching, life skills education, employment services, support/community group and information and referral

Motivational Speaker

2000 - present

Self-employed

- Present information about mistreatment, overcoming obstacles, following dreams, perseverance and diversity, among others
- Use life experiences to communicate information to a diverse range of audiences
- Develop and customize multi-media presentations on request

Household Employer

2005 - present

- Manage employees
- Provide instructions and supervise the completion of tasks
- Hire and fire staff
- Assure time sheets are correct and payment is made
- Conduct work evaluations & write and monitor improvement plans for staff
- Assure compliance with all Federal and State rules and regulations

EDUCATION

2021 - University of Delaware

Leadership Education in Neurodevelopmental and Related Disabilities program (LEND)

2004 – Seaford High School
Diploma