

March 31, 2026

Dear Members of the Somerville City Council,

I am writing to express my interest in the City Clerk position for the City of Somerville. With extensive experience working in municipal and civic institutions across Massachusetts, I bring a deep understanding of legislative processes, public records responsibilities, and the administrative structure that supports effective local governance. My work across municipal initiatives, civic engagement organizations, and public service leadership roles has prepared me well to support the City Council and ensure the integrity, accessibility, and transparency of official city records.

Throughout my professional career, I have worked closely with government bodies, boards, and commissions, gaining transferable experiences with the procedural and operational requirements that ensure municipal government functions effectively. In my municipal work, I have regularly coordinated with elected officials, community stakeholders, and public agencies to facilitate meetings, manage documentation, and ensure compliance with statutory requirements.

In addition to my municipal work, I have been deeply involved in civic leadership through my service with the League of Women Voters of Massachusetts. In the capacity of Co-President, I have worked extensively on initiatives related to government transparency, civic participation, and public policy engagement. This work has required careful coordination of meetings, preparation of official documentation, and collaboration with leaders across government and nonprofit sectors to support informed civic dialogue and policy development.

My experience serving on several boards and working with legislative-style bodies has also given me a strong and practical command of Robert's Rules of Order. I regularly apply parliamentary procedure to ensure meetings are conducted efficiently, motions and votes are properly documented, and decision-making processes remain clear and orderly. This familiarity with formal parliamentary procedure allows me to confidently serve as a procedural resource to council members and committees while maintaining accurate and compliant records of proceedings.

I bring strong administrative and organizational skills that align closely with the responsibilities of the City Clerk's Office. My work has required managing complex schedules, preparing agendas and official communications, coordinating documentation for public meetings, and maintaining organized records systems. I am highly detail-oriented and committed to accuracy, particularly when preparing official correspondence, maintaining records, and ensuring compliance with statutory requirements. Additionally, I am comfortable working with digital platforms and technology systems used to manage documents, meetings, and public communications, and I have a strong interest in improving document accessibility through digitization and modern record management practices.

Equally important, my work has consistently centered on public service and collaboration. Through my work with the City of Somerville and the City of Brockton, I have gained firsthand experience working within municipal systems and supporting initiatives that strengthen connections between local government and the communities they serve. In these roles, I worked closely with city leadership, community organizations, and residents to support programs and initiatives that required strong coordination, clear communication, and thoughtful engagement with diverse populations.

Whether collaborating with municipal staff, supporting initiatives connected to city leadership, or engaging with residents and community stakeholders, I have approached this work with a commitment to professionalism, accountability, and responsiveness to the needs of both internal teams and the public.

Thank you for your time and consideration. I welcome the opportunity to discuss how my experience and commitment to public service would support the continued excellence of the Somerville City Clerk's Office.

Sincerely,  
Courtney Henderson

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# COURTNEY HENDERSON

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## Public Relations

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### CONTACT

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
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### SKILLS

- Policy Research & Analysis
- Public Policy Development
- Community Outreach & Engagement
- Effective Written & Verbal Communication
- Leadership Development
- Curriculum Development
- Technology Integration

### EDUCATION

Fisk University

**2012-2016**

BA in Political Science & Spanish

Harvard University

**2018-2021**

MA in International Relations

Graduate Certificate in International Security

### LEADERSHIP

League of Women Voters MA-  
State League President & DEI  
Committee Chair

Brockton Area NAACP- Executive  
Board Member & Previous Women in  
NAACP Committee Chair

### EXPERIENCE

#### **Director of the Bridge Center- Barnstable County Sheriff's Office December 2025-Present**

Provide strategic leadership and oversight for a countywide resource hub serving individuals across Barnstable County, including those who are justice-involved and those seeking support outside of the justice system. I lead partnership development with law enforcement, social service providers, workforce development agencies, and community organizations to ensure coordinated, trauma-informed, and accessible services. I oversee program development, community outreach, and day-to-day operations, while working closely with the Sheriff's Office and key stakeholders to position the Bridge Center as an inclusive, trusted space that promotes stability, opportunity, and long-term success for residents.

#### **Director of Immigration Affairs-City of Brockton January 2024-December 2025**

Spearhead strategic initiatives to support and advocate for the immigrant community. I oversee the development and implementation of policies and programs aimed at promoting integration, addressing legal concerns, and enhancing access to essential services. By forging partnerships with local organizations and government agencies, I work to create an inclusive environment that celebrates diversity.

#### **Multilingual Public Information Coordinator-City of Somerville March 2022- February 2024**

Specialized in fostering clear communication processes and accessibility for diverse communities. I developed and disseminated informational materials in multiple languages, ensuring equitable access to vital resources and services. I also collaborated closely with community stakeholders to address cultural nuances and tailor outreach strategies, thereby promoting inclusivity and engagement within Somerville's immigrant population. I managed multiple multilingual social media accounts and campaigns. I also spearheaded the city's first citywide Civic Day celebration which was to encourage and promote civic engagement.

#### **Adjunct Faculty- Quincy College & Massasoit Community College September 2022-Present**

I teach Speech Communication and English 101 at Massasoit Community College and American Government at Quincy College, with a focus on building students' critical thinking, writing, and public speaking skills, while strengthening their understanding of civic participation, government systems, and the real-world impact of public policy.

**Faculty Assistant- Harvard Law School**

**June 2019- March 2022**

I serve as a Faculty Assistant at Harvard Law School, providing comprehensive administrative and academic support to faculty, including coordinating course operations, managing complex schedules, supporting research initiatives, and ensuring smooth execution of teaching and academic responsibilities in a fast-paced academic environment.

**Paralegal- Harmon Law Offices, P.C.**

**October 2016- June 2019**

Provided comprehensive briefs and case management support, including conducting legal research, drafting pleadings and correspondence, managing case files, coordinating court filings, tracking deadlines, and maintaining communication with clients.