

JANINE W. LOTTI, M.ED

lottijanine@gmail.com

Professional and thorough project manager with Master's Degree in instructional design. Extensive education experience including 14+ years in management roles and proven ability to support team building, problem-solving and change management in culturally sensitive environments. Excellent communicator with a solid background in media relations and public speaking. Deeply motivated by mission and community service.

EXPERIENCE

SEPTEMBER 2021 - PRESENT

FSS/SSP PROGRAMS COORDINATOR, SOMERVILLE HOUSING AUTHORITY

- Provide ongoing case management and support to public housing residents and Section 8 voucher recipients who participate in the Housing Authority's state and federal economic self-sufficiency initiatives;
- Work with Housing Authority's Resident Services team to assist residents and program participants with their personal, professional, and economic goals. Positive outcomes include improved employment status, additional education or training, increased savings, enhanced budgeting skills, reduced debt, and higher credit scores;
- Promote economic self-sufficiency programs through thoughtful community outreach and ongoing collaboration with community organizations and resources;
- Encourage continual personal and professional growth and development of program participants through planned educational, social, and support gatherings.

MARCH 2016 – SEPTEMBER 2021

ASSET BUILDING SPECIALIST, SOMERVILLE COMMUNITY CORPORATION

- Coordinated all aspects of organization's First Time Home Buyer and Financial Literacy education programs, including preparation of all class materials, scheduling, teaching, and/or facilitating all classes;
- Provided any necessary or requested follow-up counseling;
- Collaborated with the Somerville Housing Authority to create a path to homeownership for public housing residents and Section 8 voucher recipients;
- Supported and encouraged low-income heads of households enrolled in Somerville Housing Authority's LEAP program;
- Assisted tenants facing financial difficulties through financial coaching and counseling;
- Produced all required state and federal reports to relevant funding sources.

SEPTEMBER 2012-MARCH 2016

SENIOR PROJECT MANAGER, SOMERVILLE COUNCIL ON AGING

Responsible for development and oversight of educational and enrichment programs for Somerville's 60+ population, including on-site lectures and outings to cultural institutions in Greater Boston. Designed and implemented 5-year planning process, and produced comprehensive report with policy recommendations and timelines.

2004-2012

INSTRUCTOR, ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

SCALE---SOMERVILLE PUBLIC SCHOOLS, SOMERVILLE, MA

JFY NETWORKS, BOSTON, MA

BOSTON CENTER FOR ADULT EDUCATION, BOSTON, MA

CAREER SOURCE, CAMBRIDGE, MA

EVERETT LITERACY PROGRAM, EVERETT, MA

OTHER SIGNIFICANT EXPERIENCE: WRITING FOR FUNDRAISING, PROGRAM DEVELOPMENT, INTERNAL PUBLICATIONS, AND LOCAL MEDIA OUTLETS.

VISITING NURSE ASSOCIATION OF BOSTON, BOSTON, MA

JACK SATTER HOUSE, REVERE, MA

HEBREW REHABILITATION CENTER AGED (HEBREW SENIOR LIFE), BOSTON, MA

EDUCATION

M.ED. IN INSTRUCTIONAL DESIGN --- UNIVERSITY OF MA, BOSTON, MA

B.S. IN JOURNALISM --- NORTHWESTERN UNIVERSITY, EVANSTON, IL

HOMEOWNERSHIP COUNSELING CERTIFICATION

NEIGHBORWORKS CENTER FOR HOMEOWNERSHIP EDUCATION AND COUNSELING (NCHEC) --- WASHINGTON, DC

SKILLS

- Specialization in educational support, curriculum design, and teaching
- Project Management
- Group facilitation
- Ability to work with Diverse Groups
- Extensive writing and editing experience
- Working knowledge of Spanish