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# Devon L. Taliaferro

[REDACTED] Pittsburgh PA 15212 [REDACTED]

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## **PROFESSIONAL EXPERIENCE**

### **Big Brothers Big Sisters of Greater Pittsburgh**

*Program Associate • Pittsburgh, PA • December 2017-Present*

- Direct two Bigs in Blue mentoring program sites including program design, match management, and activity implementation for all matches with the McCandless Police Department and the FBI Field Office - Pittsburgh
- Maintain active case files for over 50+ matches including monthly contacts with students, parents, mentors, and any relevant stakeholders ensuring child safety and program quality
- Responsible for coalition building for the agency including serving as agency representative at community events and regularly contacting relevant stakeholders and organizations in order to establish new partnerships
- Recruit volunteers and families, design and facilitate program opportunities presentation, oversee recruitment board

### **Amachi Pittsburgh**

*Program Assistant • Pittsburgh, PA • July 2016-November 2017*

- Organized annual Back-2-School Backpack Giveaway and Holiday Celebration that served over 300 matches
- Collaborated with community partners and businesses to collect over 200 bookbags, school supplies and over 5000 toys and gifts for participating families
- Facilitated youth & family engagement meetings and retreats for Strengthening Black Families & Healthy Youth Programs

*Event & Communications Coordinator • Pittsburgh, PA • September 2015-June 2016*

- Managed social media presence for agency & maintained agency website and blog content using wordpress
- Designed and edited marketing and promotional materials for special events and recruitment using Canva
- Responsible for representing the agency at community events and collaborative meetings

### **University of Pittsburgh**

*Administrative Assistant • Pittsburgh, PA • September 2004-January 2015*

- Aided Financial Administrators with expense reports and reimbursement payments for International Studies faculty, senior staff and undergraduate/graduate students
- Arranged travel logistics for Provost International Alumni trips for Director of International Alumni Relations and Development
- Created social media content and maintained Facebook, Twitter accounts for University Center for International Studies

## **LEADERSHIP DEVELOPMENT & ACCOMPLISHMENTS**

### **Get Involved, Inc.**

*Board President (2018-2019) Board Member (2016-2018) • Pittsburgh, PA • November 2016-Present*

### **Civic Leadership Academy, City of Pittsburgh**

*Spring 2018 Cohort Member • Pittsburgh, PA • March - June 2018*

### **Public Allies Pittsburgh, AmeriCorps**

*Team Service Project Member, Borough of Sharpsburg • Pittsburgh, PA • October 2015-June 2016*

### **YWCA of Greater Pittsburgh**

*Life Skills Educator, STEM Stars Saturday Academy • Pittsburgh, PA • December 2015-June 2016*

*The Incline Who's Next: Community Leaders & Activists (2017) • Pittsburgh Circle of Courage: Education (2018) •*

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