

## ***Jay Kolbet-Clausell, MSW***

*StrategiesPlatform.com • Nevada*

Dedicated administrative and community management professional with over 20 years experience building operations, fostering inclusive networks, and listening to mission-driven organizations. Jay coordinates diverse groups, manages communication, and leverages tech to enhance collaboration and auditable impact.

### ***EDUCATION***

**University of Nevada, Reno, NV**

*Master of Social Work | May 2020*

*Bachelor of General Studies in Liberal Arts | May 2010*

**University of Phoenix – Phoenix, AZ**

*Bachelor of Science in Management | January 2010*

### ***EXPERIENCE***

**Strategies Platform LLC, CHW Instructor and Founding Member**

**2024 – present**

- Wrote state approved curriculum for Foundational CHW training.
- Facilitated live courses with community colleges and clinics.
- Selected & implemented communications to schedule over 600 volunteers at a faith-based overnight shelter.
- Implemented online classroom and data apps using Moodle and CiviCRM.

**Nevada Community Health Worker Association, Program Director**

**2021 – 2024**

- Oversaw all operational aspects of a growing public health program, supervising a team that expanded from 1.5 to 12 FTE and over 70 contractors.
- Secured and managed grants and fundraising for a \$8.4M budget, ensuring compliance and detailed financial reporting.
- Built and maintained a custom CRM database for over 2,500 community health stakeholders to track services, streamline monthly reporting, and coordinate follow-up across multiple state and federal projects.
- Recruited and supported students from diverse backgrounds, with over 30% representation from each rural, African American, and Hispanic communities.
- Served as a liaison between stakeholders including Medicaid, managed care organizations, nonprofits, and government boards, facilitating clear communication and collaborative, reportable outcomes.

**Reno Initiative for Shelter and Equality, Board President**

**2013 – 2021**

- Provided grant writing and operational oversight for an organization with a \$2M annual budget.
- Handled sensitive case management coordination for housing clients and fielded phone calls for fundraising, emergency, and non-emergency responses.
- Recruited and trained executive staff to manage over 60 employees and 700 volunteers.

**Washoe County Sheriff's Office, Detention Services Unit, Social Work Intern**

**2019 – 2020**

- Co-facilitated housing unit tours
- Advised providers to create a regional case management tool and program integration
- Built collaborative community events

**Neighborhood Network of Northern Nevada, Americorps VISTA**

**2016 – 2017**

- Coordinated volunteer management for large-scale community events, mobilizing over 200 volunteers for fundraisers supporting seniors and people with disabilities.
- Advanced asset-based community development strategies through stakeholder engagement and partnership building.

### ***VOLUNTEERING***

**Rotary Club of Reno Midtown, Rotarian, Sergeant at Arms**

**2008 - present**

- Serve in clerical and procedural leadership roles, managing meeting protocols and member coordination.
- Design and maintain business process systems to support collaborative club projects and community initiatives.

**Relief Work**

**2001 - 2006**

- Program education for those serving people with disabilities in the USA and abroad
- Hurricane Katrina and resettlement efforts in the American South

### ***TECHNOLOGY & TRAINING SKILLS***

Microsoft Windows® OS, Office Suite, Microsoft Azure, Microsoft 365, Umbraco CMS (.Net Framework CMS), Word, Excel, Access, PowerPoint, Google Drive, Google Tag Manager, Google Analytics, Google Maps, Adobe® Photoshop, Illustrator, InDesign, Acrobat, Notepad++, Video Editors, Browser Configuration, Browser Applications, CoreFTP, Ubuntu OS, Virus and Spyware Management, Android OS, Quickbooks, Visual Studio, CiviCRM, Moodle LMS. eGrants, Search Improvement, Content Development, Authoritative Research, Social Media, Facebook Group Management, Online Commerce, Online Banking, CSS, CSS3, HTML, HTML5, email templates, Javascript, PHP maintenance, Mobile Responsive Design, Open Source Integrations, .NET, ASP, ASP.NET, Web Apps, Bootstrap, Motivational Staff Training, Community-Based and Academic Group Facilitation.