

Jennifer Anne Isaacs
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EDUCATION The Johns Hopkins University, Baltimore MD
 B.A. with General & Departmental Honors, 1984
 Major: Writing Seminars

EXPERIENCE

2022 Director, Legal Services
Luminus Network for New Americans Columbia, MD

Temporarily directed legal services at a 35-year-old immigration legal services provider.

2017-2022 Founder & Executive Director
Immigrant Rights Action Doylestown, PA

Founder & full-time volunteer for 5 years, overseeing two part-time paid staff members. Achievements included recruiting and supervising 40+ volunteers who provided hundreds of accompaniments to ICE supervision visits and immigration court; grant-writing and fund-raising that grew the budget from \$27,000 to \$97,250 in 3 years; driving donations to entirely crowd-sourced Legal Defense Fund that provided \$75,000 in financial aid grants to over 150 different legal immigration cases. Sought and received DOJ Recognition as the only legal immigration services provider in Bucks County; structured and developed legal program.

2016-2020 Political Organizer
Bernie Sanders campaign (2016)
Green Party of Pennsylvania (2016-20)

Full-time volunteer in Sanders Bucks County field office, April 2016.
Green Party of PA: Chaired and revitalized county party. Co-chaired statewide electoral committee, overseeing two successful ballot access campaigns.

2008-2014 Founder, Board Chair, & Director
Secret Garden Montessori Frenchtown, NJ

Founded a thriving not-for-profit, 501c3-holding, fully-licensed daycare, preschool, & kindergarten. Responsibilities included all aspects of admissions from inquiry to enrollment; writing and designing all marketing & outreach materials including website and quarterly newsletter; preparing annual budget; leading strategic planning; hiring & oversight of faculty and staff; management of day-to-day operations and parent communications; and mentorship of my successor as director.

2011-13 Grant Writer
Green Team/Green Fair Frenchtown, NJ

Worked with Mayor & Borough Council to help the municipality of Frenchtown qualify for state-level Sustainable Jersey certification. Organized electric vehicle (EV) display at Green Fair for two consecutive years; authored the Green Team's first successful Sustainable Jersey capacity-building grant application.

2006-2011 Founder & Director
Bucks County Renewables

Ottsville, PA

Successfully sponsored 3 hands-on EV conversion workshops and 3 all-EV auto shows. Awarded multiple PA DEP Environmental Education Grants totaling over \$10,000 in funding. Handled all grant-writing, budgeting, hiring, promotion, and coordination with hosting institutions. Did extensive public speaking and maintained a blog.

2005-2011 Board of Trustees
United Friends School

Quakertown, PA

2005-2008: as Recording Clerk, took monthly meeting minutes and was responsible for Board correspondence & reports. 2009-2011: as Clerk of Committee on Trustees, developed & oversaw nomination & orientation process for new Board members & all aspects of Trustee education, self-evaluation, and development.

2001 Enrollment Coordinator
The River Valley School

Upper Black Eddy, PA

Handled all aspects of admissions from inquiry through enrollment at a developing Waldorf school, including touring prospective parents, outreach, marketing, writing press releases, student database design & maintenance (Filemaker Pro).

1995-1999 LLL Leader
La Leche League of Upper Perkiomen Valley,
La Leche League of Boyertown

Pennsburg & Boyertown, PA

In addition to providing telephone breastfeeding support to new mothers, was responsible for running twice-monthly meetings, fund-raising, and publicity. Maintained mailing list database, wrote and produced monthly newsletter.

1991-1998 Friends Peace Committee
Philadelphia Yearly Meeting, Religious Society of Friends

Philadelphia, PA

1991-95: maintained database (Filemaker Pro), handled monthly mailings, and provided general office support to two paid staff members serving over 75 monthly meetings. Wrote, edited, and produced newsletter for *Waging Peace*, an aid project for Iraqi children and families. 1995-1998: served as co-Clerk of PYM standing committee supervising all Peace Committee projects, oversaw staff evaluations.

1991-1993 Tutor Coordinator
Newton Friends Youth Peace Center

Camden, NJ

Trained and supervised high school tutors from Moorestown Friends School who met twice weekly with students from Pyne Point Junior High in inner-city Camden. Served as member of oversight committee of the Newton Friends Youth Peace Center.

1988-1992 Middle School Dean of Students
Friends Select School

Philadelphia, PA

Administrator at a diverse, progressive K-12 Quaker school with a middle school of 150 students & 12-15 faculty. Responsibilities included creating the annual academic schedule, overseeing home-school communications, responding to parent concerns, and supporting teachers in meeting the needs of children who presented disciplinary or academic challenges. Assisted Middle School Head in planning faculty meetings, developing & implementing curriculum, and training & supporting new teachers.

1988-1990 Instructor Coordinator for Writing Skills I
(Summers) Center for Talented Youth (CTY), The Johns Hopkins University Baltimore, MD

Responsible for training, oversight, and evaluation of 6-8 writing instructors in an intensive residential academic summer program for gifted youth.

1983-1990 Writing Instructor
(Summers) CTY, The Johns Hopkins University Baltimore, MD

Taught fast-paced college-level composition courses to academically talented students in 7th grade and up.

1984-1988 English & History Teacher
Springside School Philadelphia, PA

Taught English (grades 5,6, & 8) at a private school for girls; developed and taught two original interdisciplinary English/history courses; Upper School (grades 9-12) newspaper advisor.

1982-1984 Tutor
The Johns Hopkins Tutorial Project Baltimore, MD

Worked one-on-one on reading & math basics with the same inner-city elementary school student twice a week for two years.

SKILLS, CERTIFICATIONS, AWARDS

Very proficient in Google Sheets, Slides, Docs and Forms; Excel, Powerpoint, Word; MailChimp and similar email platforms; basic design software like Canva; Trello (web-based collaborative work management) and Zapier (workflow automation). Some exposure to Filemaker Pro, Wordpress, eImmigration and INSZoom case management software and Google Workspace administration.

Speak, read, & understand Spanish fluently. Intermediate-level user of ASL.

Published poet.

2021-22 Department of Justice Accredited Representative, demonstrating sufficient immigration law training, hands-on experience, and good moral character to represent non-citizens in immigration applications to the Department of Homeland Security (DHS). Credentialed by the Executive Office of Immigration Review's Recognition and Accreditation (R&A) Program, which aims to increase the availability of competent immigration legal representation for low-income and indigent persons, thereby promoting the effective and efficient administration of justice. Partially accredited in 2021 (licensed to represent to USCIS only; approximately 2,500 in US as of 2025); earned full accreditation in 2022 (permitted to represent in immigration court, a status only awarded to about 400 individuals in the country).

2020 4-time first runner-up, Bucks County Poet Laureate competition.
2017
2016
2006

2015 Certified as a Pilates instructor (mat and equipment) through the Kane School for Core Integration; completed a rigorous 500 hour training program; outstanding scores on written & practical exams with a focus on biomechanics and kinesiology. Provided individual and group instruction at Personal Focus Pilates and assisted with studio management.