

**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.