

Application Form**Profile**

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

Nadine

First Name

Horton

Last Name

Middle
Initial

virtuallynadine42@gmail.com

Email Address

495 WINTHROP AVE

Home Address

Suite or Apt

NEW HAVEN

City

CT

State

06511

Postal Code

What ward do you live in (optional - please select ward if you know)?☒ Ward 28

Mobile: (203) 444-5543

Primary Phone

Alternate Phone

Are any of the above number a cell phone number?☒ Yes ☐ No**If so, which? Also, is it okay to send a text message?**

Mobile, yes

Are you currently employed by the City of New Haven or the New Haven Public School System?☐ Yes ☒ NoSEICHE Center for Health &
Justice at Yale School of
Medicine

Employer

Research Assistant

Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

New Haven Food Policy Council: Submitted

Is this an appointment or reappointment request? *

☒ Appointment

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[NHorton_CV_2024.pdf](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume, you can write n/a.

Why are you interested in serving on a board or commission?

Having previously served on the LCI board of commissioners, I learned so much about what it takes to run a city department and how important it is to have resident voices involved in those decisions in order to best serve the needs of community.

Why do you believe you would be a good fit for your selected board and commission(s)?

Having founded and run the Armory community garden for the past 9 years, I have personally seen how important it is to have fresh, organic, accessible food in our neighborhood. Not only have I learned the skills necessary to grow healthy food, but I have also been able to speak with other community gardeners, farmers, and non profit organizations about advocating to get more food out to residents in need. There is widespread agreement that a practical, responsive, and cohesive citywide food policy would go a long way in helping us achieve that goal, as well as position the city as a thought leader on this topic. I believe I have the skills, expertise, and community connections to help craft this policy and look forward to working with others to make it happen.

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

No

Question applies to New Haven Food Policy Council

The New Haven Food Policy Council currently does not have a set meeting time. If appointed, what time of day / day of the week works best for you?

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration?

Unaffiliated

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

☒ Yes ☐ No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

☒ African American

Gender

☒ Female

How did you hear about serving on our Boards & Commissions?

From a friend at a community meeting

Nadine Horton
495 Winthrop Ave
New Haven, CT
203-444-5543
virtuallynadine42@gmail.com

Summary of Qualifications

- Excellent written and verbal communication skills
- Excellent social media and online skills
- Strong customer service, operations, and project management skills
- Strong leadership and interpersonal skills to work with a diverse range of people from business leaders to city officials to community leaders and residents
- Strong community organizing and activism skills and background
- Outstanding critical thinking and problem resolution skills
- Excellent organizational and time management skills
- Strong ability to prioritize workload and to handle a broad range of diverse activities and job requirements

Education

Associate of Arts (cum laude) **2019 - 2021**
Gateway Community College

High School diploma **1985**
Eli Whitney RVTS

Professional Experience:

Research Assistant II **7/2022 – present**
Yale School of Medicine
SEICHE Center for Health & Justice

Project manage NIH R01 funded studies on the health of individuals and communities affected by mass incarceration by assisting in research design, procedures, survey instruments, screening, and recruiting subjects for studies; conducting structured interviews and collecting study data using a variety of environments as specified by study protocols.

Dissemination of research findings with co-authorship on manuscripts published in BMC Public Health; BMJ Open; SSM – Qualitative Research in Health; and The Annals of the American Academy of Political and Social Science.

Duties include:

- Schedule, coordinate, and report on the status of research activities
- Prepare study status updates for quarterly and annual reports to funders
- Maintain and update study protocols in IRES IRB platform
- Conduct literature reviews supporting publication efforts and participate in presentations to disseminate study findings to varying audiences
- Schedule, coordinate, and facilitate bi-weekly research team meetings
- Schedule, coordinate, and facilitate monthly research study CAB meetings

- Schedule, coordinate, and facilitate quarterly joint CAB & steering committee meetings
- Conduct research study focus groups as needed
- Participate in lobbying efforts at state and local level regarding policies affecting study population
- Order and maintain inventory of supplies for research related activities
- Order and maintain inventory of supplies for office

Research Assistant I
Yale School of Medicine

7/2017 – 6/2022

Research assistant and team lead on NIH R01 grant team to identify data-driven targets (based on a network analysis) and asset-based strategies for interventions to mitigate the effects of gun violence in New Haven, CT, and develop feasible, scalable, and community-led interventions that mitigate the long-term health impacts of living in poor, minority communities with high rates of gun violence.

Research assistant on NHLBI grant team to study cardiovascular disease risk factor control among justice involved individuals and understand which population factors contribute to poor cardiovascular disease risk factor control immediately after release from correctional facilities and how these change in the first year after release.

Duties include:

- Serve as an “ambassador” to build and foster relationships with neighborhood communities and groups, leaders, and organizations throughout New Haven
- Work with grant investigators to strengthen, sustain, and build on current relations with community partners
- Assist investigators with clerical and administrative support in day-to-day operations of grant project management
- Conduct study participant interviews and survey data collection
- Facilitate group meetings with investigators and community members

Engagement Advocate
SeeClickFix

3/2016 – 1/2017

- Work with SeeClickFix Partnership Managers, partners and citizens to drive usage of SeeClickFix platform in partner areas
- Coordinate outreach to media, neighborhood associations, community groups and more to promote usage of SeeClickFix
- Provide partners and citizen groups with materials to promote SeeClickFix
- Establish and report on usage metrics for each partner town
- Help partners establish and implement plans to reach benchmarking goals
- Engage with partners and citizens via social media
- Establish and implement community engagement campaigns
- Identify partner and citizen success stories and blog about it
- Be involved in conversations about product features and defects, and share ideas on enhancements and solutions
- Take on and complete ad hoc projects, as directed by management

Owner**3/2013 – 3/2016**

Virtually Nadine

- Founder and owner of Virtually Nadine, which provides online administrative support and social media management to small businesses and social entrepreneurs.
- Provide quality online administrative support to small businesses and social entrepreneurs to help them further their social, cultural, environmental, and economic goals for the betterment of the communities they work in and serve
- Administrative services include email management, calendar management, online administrative support, electronic newsletter creation, and light bookkeeping. Also offer website maintenance, content creation and curation services, and social media management services

Operations Manager/Loan Officer**1/2003 – 1/2013**

New Haven Postal EFCU – New Haven, CT

- Manage daily operations of main office and branch office including member care, office equipment/supplies maintenance, back-up teller functions, share draft processing, ATM/debit card processing and maintenance, branch item capture of daily deposits, general ledger balancing
- Meet with members for personal counseling regarding loan process and best financial products for their needs; originate and process all personal and auto loans
- Supervise staff of (4) employees with direct reporting responsibilities of (2) member service representatives
- IT contact for all computer equipment and software systems in main office and branch office
- Assistant to CEO with responsibilities including scheduling and preparing reports for monthly board meetings, prepare quarterly reports and prepare year-end documents

Staff Accountant**9/2000 – 10/2002**

Optima, Inc – Stratford, CT

- Process all accounts payable/receivable transactions and job duties
- Process and reconcile all general ledger transactions; prepare all monthly work papers done through E-Back Office accounting system
- Handle all human resource responsibilities including processing payroll, new employee enrollment, health insurance enrollment, employee personnel issues

Sr. Staff Accountant**10/1995 – 9/2000**

TOMRA North America – Stratford, CT

- Process monthly retailer/distributor billing and process monthly payments to retailers throughout the tri-state area
- Process accounts payable/receivable transactions and reconcile to general ledger and bank statements accordingly
- Process payroll
- Serve as help desk resource for accounting system

Accounting Liaison**11/1988 – 9/1995**

Gannett Outdoor of CT – New Haven, CT

- Act as liaison between CT and NJ offices coordinating all facets of accounting for the CT office
- Process and batch all accounts payable and submit to NJ office for payment
- Record and deposit all accounts receivable and coordinate input into AS/400 system with NJ office
- Summarize weekly and bi-weekly payroll information and submit to NJ office for processing
- Input general ledger entries into AS/400 system

Computer Skills

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Teams
- Google Docs, Google Calendar
- Qualtrics
- Dropbox
- Box
- Slack
- Basic web technology
- Proficient in social media platforms such as Facebook, Twitter, LinkedIn, Instagram

Community Service

I have been a community organizer in the city of New Haven for over 19 years and have worked in various neighborhoods with various organizations, city officials, police, business owners, community leaders and residents to make our neighborhoods and city stronger.

Some of my work includes:

- Founder and coordinator of the Armory community garden; an urban agriculture green space located in inner city New Haven next to the New Haven Correctional Center and historic New Haven Armory made up of neighborhood residents who grow organic fruit and vegetables communally to feed community.
- Co-chair of the Armory Community Advisory Committee; a group of neighborhood residents, Yale faculty, and city officials working together to save and repurpose the historic New Haven Armory also known as the Goffe Street Armory.
- Former chair of the Whalley/Edgewood/Beaver Hills Community Management Team. Known as one of the strongest management teams throughout the city because of our propensity to work hard for the needs and desires of our neighborhoods and our ability to be inclusive in getting work done.
- Chair of the Whalley Avenue Main Street Committee, which works with city officials and our local business district to bring economic stability, viability, beauty, walkability, and traffic calming measures to Whalley Avenue. We are very proud of the work we've done here and will continue our work until Whalley Avenue is the showcase district for the city.
- 2018 graduate of the Community Leadership Program (CLP) – a seven-month program that aims to deepen the capacity of community leaders to work inclusively, imagine a different future, and act compassionately to bring that vision into being run by the Graustein Memorial Fund.

- 2016 graduate of the Neighborhood Leadership Program – an eight-month training and grant program that supports community leaders in Greater New Haven run by the Community Foundation for Greater New Haven.