




**MATT TUERK
MAYOR**

435 Hamilton Street
Allentown PA 18101

OFFICE ♦ 610.437.7546 EMAIL ♦ Matt.Tuerk@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Matt Tuerk 
Mayor

DATE: April 28, 2025

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Tuerk has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Jean Raymond Hoffman	Human Relations Commission	5/8/2028

Hoffman is filling a vacancy on the Commission, resume is attached.

HELEN "JEAN" RAYMOND HOFFMAN

1010 Seneca Street

Fountain Hill, PA 18015

<https://www.linkedin.com/in/jean-raymond-hoffman-164048200/>

YouthBuildJean@gmail.com

484-894-0382

PROFILE

Dedicated career development professional with a wealth of knowledge in case management, workforce training, and student success. Proven ability to guide diverse populations in achieving career goals through individualized coaching, strategic planning, and innovative program development. Skilled in fostering employer partnerships, delivering career readiness workshops, and creating pathways for student and alumni success. Strong communicator with a passion for empowering individuals to reach their full potential.

EDUCATION

MASTERS OF EDUCATION (MEd), Higher Education (In Progress)

Pennsylvania State University

BACHELORS OF ARTS (BA), Business Administration; Human Resource Leadership (2010)

Muhlenberg College

ASSOCIATE OF APPLIED SCIENCES (AAS), Human Services (2004)

Lehigh Carbon Community College

SKILLS

Case Management and Counseling	Crisis Intervention and Conflict Resolution
Career Development and Workforce Training	Event Planning and Coordination
Program Development and Grant Writing	Public Speaking and Presentation
Community Outreach and Partnership Building	Proficient in Microsoft Office Suite

PROFESSIONAL EXPERIENCE

(2023 - PRESENT) **CASE MANAGER AND HOUSING SPECIALIST**, SIXTH STREET SHELTER, ALLENTOWN, PA

- Developed individualized family service plans to promote self-sufficiency, focusing on education, training, and empowerment through weekly one-on-one sessions.
- Established sustainable housing partnerships with landlords and property managers, securing affordable housing options for clients.
- Collaborated with Lehigh County caseworkers and community agencies to streamline resources and enhance client support services.

(2019 - 2023) **HOUSING ASSOCIATION RESOURCE SPECIALIST**, YOUTH BUILD ALLENTOWN, ALLENTOWN, PA

- Conducted needs assessments and connected students to community resources.
- Provided individual and group counseling, as well as life skills training.
- Assisted students with educational and career goal planning, offering tailored support for success.
- Monitored and assessed trainee progress and facilitated job development programs.
- Represented the organization in community boards and partnerships to enhance resource networks.
- Co-wrote and managed grant-funded career development programs.
- Recruited, interviewed, and hired contract employees and interns.

(2018 - 2020) **EVENING STUDENT SUCCESS COACH**, LEHIGH CARBON COMMUNITY COLLEGE, ALLENTOWN, PA

- Conducted student orientation for the Career Pathway Program, including academic preparation and TABE testing.
- Provided individualized coaching, community resources, and job leads to address barriers.
- Facilitated training sessions and offered ongoing counseling to enhance student outcomes.

(2016 - 2019) **CAREER ADVISOR / ENGAGEMENT OUTREACH SPECIALIST**, EDSI/CAREERLINK LEHIGH VALLEY, ALLENTOWN, PA

- Delivered career readiness workshops and individualized case management.
- Maintained detailed participant records and coordinated retention services.
- Built professional relationships with community leaders to expand resource networks.
- Facilitated customer service training programs and organized annual career events.

(2014 - 2016) **CAREER COUNSELOR / CAREER SERVICES MANAGER**, PENN STATE LEHIGH VALLEY, CENTER VALLEY, PA

- Provided career counseling and assessments to students and alumni.
- Designed and facilitated career-focused events, including etiquette dinners and alumni panels.
- Cultivated employer relationships for internships and job opportunities.
- Supervised daily office operations and work-study students.

(01/2014 – 04/2014) **CAREER READINESS COACH**, PENN STATE OVERLOOK PARK, ALLENTOWN, PA

- Provided career readiness training to high school students, including resume writing and mock interviews.
- Coordinated job shadowing experiences and facilitated hiring for students.

(2010 – 2013) **YOUTH EDUCATION COORDINATOR**, LEHIGH VALLEY HEALTH NETWORK

- Developed and implemented seven youth healthcare education programs.
- Managed the Research Scholar Program pipeline for medical students.
- Built partnerships with community leaders and organizations to support youth programming.

(2008 – 2010) **CONTINUING EDUCATION COORDINATOR**, LEHIGH VALLEY HEALTH NETWORK

- Organized workshops and conferences providing CEUs for healthcare professionals.

- Supported career fairs and leadership development initiatives.

(2003 – 2008) **RECRUITMENT MANAGER OF NURSING**, LEHIGH VALLEY HEALTH NETWORK

- Recruited and onboarded candidates for key hospital positions.
- Conducted career assessments and managed background checks for new hires.

CERTIFICATIONS

- Customer Service Training Certification
- TABE Testing Administration
- Workforce Development
- Act 153 Clearances (Act 34 PA Criminal Background, Act 151 PA Child Abuse history, Act 114 FBI Clearance fingerprinting).