

LESLY MELENDEZ

PROFESSIONAL EXPERIENCE

GROUNDWORK LAWRENCE, Lawrence, MA

2014 – present

Executive Director (2022 – present)

Deputy Director (2016 – 2022)

Community Engagement Director (2014-2016)

- Directs the ongoing development, management, implementation, and achievement of GWL's community and fresh food programs and their intended, measurable outcomes
- Works with the Executive Director to ensure that community programs are integrated into other GWL projects and programs, building upon organizational strengths, and supporting existing open space projects, environmental improvements, and education programming.
- Successfully establishes, implements, monitors, and achieves annual plans – including specific goals, budgets, hiring, performance management, and outcomes
- Leads the strategic growth and expansion of community and fresh food programming in Greater Lawrence
- Supervises program staff and maintains and grows key external partnerships to achieve mission
- Oversees and participates regularly in community events and collaborations

COMCAST, Chelmsford, MA

2007 - 2014

Facilities Supervisor (2008 – 2014)

- Led a team of 4 direct report staff and indirect employees in their role of supporting all customer care interactions for 5,800 internal customers and all NE Comcast customers
- Property Management and Quality Control
- Lease Administration
- Communications lead for Facilities/Lease Administration related issues
- Vendor Management and Contract Services
- Manage and coordinate calendar and activities for 10 conference rooms in 400+ person building

Comcast Cares Day Project Manager (2010-2014)

- April 2014 - Managed and coordinated a day of service for 1800 people from various churches, schools, corporations and various social institutions
- April 2013 - Coordinated a day of service for 647 people from various churches, schools, corporations and various social institutions
- April 2012 - Coordinated a day of service for 600 people from various churches, schools and institutions
- April 2011 - Coordinated a day of service for 845 people from 25 different churches, schools and institution
- April 2010 - Coordinated a day of service for 500 people from 18 different churches, schools and institution

Lead Fulfillment Representative (2007 – 2008)

- Assessed daily work volumes and delegated tasks to the Fulfillment Center Team to ensure that work was distributed equitably and appropriately and completed in a timely manner
- Developed and implemented project Management Guide for managers and coordinators and presented it to those expected to utilize the guide
- Trained new Fulfillment Center Employees
- Fulfillment of customer service requests from service centers

GROUNDWORK LAWRENCE, Lawrence, MA

2004 - 2007

Project Director (2006-2007)

- Managed corporate partnerships for the organization
- Recruited volunteers for and implemented programming for youth programs
- Developed and implemented leadership and environmental curriculum
- Provided construction management with City of Lawrence to design and build new parks
- Provided project management duties

Environmental Outreach Coordinator/ Youth and Stewardship Program Manager (2004-2006)

- Acted as Liaison for various neighborhood and local business associations, including meeting attendance
- Volunteer coordinator, including recruitment efforts
- Developed and maintained city-wide database of volunteers
- Managed citywide Adopt-A-Park and Adopt-A-Tree programs
- Coordinated neighborhood cleanups in conjunction with established neighborhood associations
- Coordinated annual the Glow Gala, GWL's fundraising event and Spicket River Clean-Ups
- Provided oversight and support for community based projects related to the environment, recreation and public health
- Assisted with community outreach for planning and design projects

CITY OF LAWRENCE, OFFICE OF PLANNING & DEVELOPMENT, Lawrence, MA 2002-2004

Executive Administrative Assistant/ Rehab & Lead Intake Program Coordinator

- Provided administrative support to the Director and staff
- Monitored compliance with HUD regulations, including preparing loan documents, invoice prep and reviewing payment requests
- Maintained files and records associated with the Housing Department
- Coordinated all meetings for the Director, maintained calendar and scheduling
- Provided support for projects as needed, including marketing and translation of materials
- Prepared reports as required by funders

EDUCATION

Cambridge College, Business Management, course work

Northern Essex Community College, course work

ADDITIONAL INFORMATION

Awards

- 2018 - Tribute to Women Nominee – YWCA Lawrence
- 2017 – Unsung Heroine – Massachusetts Commission on the Status of Women

Trainings/Certifications

- LEADS MA, Executive Leadership Certificate Program, 2020
- American Express Leadership Academy, Certificate Program, 2016
- Jonathan M. Tisch College of Civic Life at Tufts University, Institute for Nonprofit Practice – Core Certificate Program,
- The Partnership Inc., 2011 Associates Program, Leadership & Legacy – Diversity Leadership Training
- Points of Light Youth Leadership Institute, Points of Light Foundation, Washington DC
- Construction and Production Management, NeighborWorks America, Washington DC
- Design and Development for Project Managers, Design Review for Project Managers, Project Management

Boards & Affiliations

- Massachusetts Public Health Association Board 2023

- Essex National Heritage Area Commission 2022
- Massachusetts Public Health Association Policy Council 2015 - 2022
- Greater Lawrence Community Fund Advisory Committee 2019 - present
- City of Lawrence Licensing Board 2018 - 2019
- City of Lawrence MSBA Oliver School Building Committee 2018 – present
- Lawrence Redevelopment Authority's Citizen Advisory Committee 2016 – 2017
- Bread & Roses Heritage Committee 2011 – 2012
- City of Lawrence Planning Board – Chairman 2008 – 2011
- City of Lawrence Planning Board – Voting Member 2005 – 2008
- Lawrence Community Works 2004 – 2006