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Brenda Lessard, Town Administrator
Town of Chesterfield
PO Box 299
Chesterfield, MA 01012

Dear Ms. Lessard,

I am writing to express my strong interest in the Director of the Council on Aging position with the Town of Chesterfield. As a Chesterfield resident with a Master of Social Work degree and more than a decade of experience in human services, including direct client advocacy, program management, and grant administration, I am excited by the opportunity to serve my neighbors and contribute to the well-being of our community's older adults.

In my current role as a Patient Advocate at Solace Health, I work directly with Medicare patients to resolve insurance disputes, coordinate medical care, and connect individuals with public benefits. This work has deepened my understanding of the challenges facing older adults navigating complex systems, and has reinforced my commitment to accessible, person-centered services. It has also strengthened skills that translate directly to the COA Director role: clear communication with clients and families, knowledge of Medicare and public benefits programs, and the ability to coordinate across multiple providers and agencies.

My background in program management and grant administration positions me well to steward the COA's resources and expand its reach. At People's Emergency Center (PEC), I designed and managed a new rent assistance program that served more than 200 families during the COVID-19 pandemic, overseeing the disbursement of nearly \$1 million in federal funds. In that role, I also gained experience with the full grant lifecycle: developing program goals and budgets, crafting proposed activities for grant applications, and collecting, tracking, and reporting out data on program outcomes to funders and government agencies. I understand that sustained programming depends on securing and managing grants effectively, and I am prepared to bring that experience to the COA.

Throughout my career, I have built and sustained partnerships across a wide range of organizations and communities. At PEC, Community Legal Services, and Reclaim Philadelphia, I coordinated with community partners on advocacy campaigns for homelessness prevention, tenant rights, and eviction record expungement. This involved regularly scheduling and leading meetings with state and local lawmakers, social service agency leaders, and impacted community members to advance our initiatives. These experiences have sharpened my ability to build trust and effect meaningful change across sectors. I believe this would position me well to grow the COA's partnerships and funding base at the regional and state level.

I am drawn to this position in part because of Chesterfield's extraordinary community culture. I have found my short time here deeply rewarding already, and I would be honored to serve my neighbors in this role. The part-time schedule works well for me, and I can easily accommodate some evening and weekend events. I welcome the opportunity to speak with you further about how my experience and values align with the Town's vision for the Council on Aging. Thank you for your time and consideration.

Sincerely,

Jessica Humphries, MSW