

**Qasarah “Q” Bey Spencer**  
Richmond, VA  
757.621.7384      qspencer7@gmail.com

**Summary of Qualifications:**

Strong leadership, excellent communication skills, competency, team player, attention to detail, consistent performance, experience in event coordination, public speaking, building community partnerships, customer service

**Relevant Experience:**

Assistant Principal, Richmond Preparatory Christian Academy, 2018 – present

- Direct and coordinate activities of teachers, administrators, and support staff
- Counsel and provide guidance to students regarding behavioral, personal, and academic issues
- Interpret the school to prospective families through personal interviews and tours
- Direct the admissions process from point of inquiry through enrollment
- Coordinate and participate in all recruitment efforts, including advertisements, website, direct mailings
- Coordinate all re-enrollment activity with constant monitoring of attrition and retention
- Teach Spanish enrichment to grades pre-kindergarten through fifth
- Manage electronic and physical database of student records, including records request fulfillment and accurate grade reporting

Director of Admissions/Registrar, Richmond Preparatory Christian Academy, 2017 – 2018

- Interpret the school to prospective families through personal interviews and tours
- Direct the admissions process from point of inquiry through enrollment
- Coordinate and participate in all recruitment efforts, including advertisements, website, direct mailings
- Coordinate all re-enrollment activity with constant monitoring of attrition and retention
- Manage electronic and physical database of student records, including records request fulfillment and accurate grade reporting
- Serve on the administrative team, reporting directly to the Lead Administrator

Associate Minister, Seventh Street Memorial Baptist Church, 2013 – 2018

- Facilitate learning experiences for weekly bible study for predominantly young adult populated congregation as needed
- Provide leadership, counsel and training for new associate ministers/ministers in training
- Coordinate monthly worship leader schedule
- Additional duties as assigned by pastoral leadership

Field Instructor (BSW & MSW), Virginia Commonwealth University, 2010-2011/2016 – 2017/2019-present

- Craft field experiences to maximize student growth and skill attainment based on the particular learning needs and style of each student intern
- Orient interns to field agency, internship roles and responsibilities
- Evaluate student performance verbally and in written formats

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- Model ethical and professional practice behavior

Micah Association Program Director, Richmond Hill, 2014 – 2017

- Recruited and match faith partner volunteers to Richmond Public School elementary schools based on volunteer assets and school needs
- Cultivated mutually beneficial collaborations between the Association and Communities in Schools, Richmond Public Schools, Virginia Mentoring Partnership and other community partners
- Nurtured and mediated volunteer and school relationships
- Organized and led all aspects of quarterly Association events
- Developed and implemented fundraising strategy
- Managed updated database of faith partners, budget and financial reporting

Dean, Koinonia School of Race and Justice at Richmond Hill, 2015 - 2017

- Created adult learning experiences that promote confronting issues of race and justice individually and collectively
- Facilitated small and large group activities that foster relationships, open communication and trust among participants
- Recommended potential participants based on assessment of individual and group needs
- Organized Finding Grace in Race lectures and other program activities in collaboration with program faculty
- Served as point of contact for the School at all lectures and other publicly held events
- Delivered homily as needed during overnight retreats for participants and prior to Monday lecture events

Special Events Coordinator, Virginia Center for Inclusive Communities, 2013-2014

- Planned, promoted, marketed and executed Humanitarian Awards dinner fundraisers and one-day program conferences
- Collaborated with volunteer chapters and planning committees to implement programs and events
- Ensured quality control and sustainability by documentation of event and program planning, policies, procedures, practices and logistics
- Served as liaison at State Board Development and Marketing Committee meetings
- Provided fundraising progress analysis to Executive Director using database tools

Program Director/Community Coach, Embrace Richmond, 2010-2013

- Established and nurtured partner relationships with area churches, local public agencies and private organizations in support of community development initiatives
- Trained indigenous community leaders in under-resourced communities using asset-based community development principles
- Coached community residents based on skill, ability, interest and aptitude for leadership roles
- Facilitated community conversations to advance neighborhood initiatives and leadership identification

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- Promoted engagement in community development via email newsletter, tour, volunteer and event coordination

Teacher/Fellows Program Coordinator, Seven Hills School, 2010-2012

- Established and fostered relationships with area universities with special attention to VUU and VCU
- Established and coordinated recruiting, procedures and policies for the University Fellows program
- Provided field instruction for VCU BSW students
- Created a model for classroom involvement, collaboration and on-going reflection for all Fellows
- Provided instruction and promote civic engagement for 8<sup>th</sup> grade boys through Community Problem Solving course

Ministerial Intern/ Youth Minister, Ebenezer Baptist Church, Oct 2006-Mar 2011

- Coordinated relevant youth ministry activities and monthly youth worship services
- Counseled youth and parents
- Developed and delivered sermons, and completed other responsibilities as assigned by the pastor
- Developed bible study and spiritual growth curriculum for youth and youth ministry leaders
- Provided ministry outreach to youth and their families

**Education:**

EdD, Educational Leadership, Virginia Commonwealth University (*in progress*)

MSW, School of Social Work, Virginia Commonwealth University

MDiv, Samuel DeWitt Procter, School of Theology, Virginia Union University

BSW, School of Social Work, Norfolk State University

**Additional Training:**

Minority Political Leadership Institute, Grace E. Harris Leadership Institute (Class of 2006)

Connecting Communities Fellowship Program, Hope in the Cities/Initiatives of Change (Class of 2007)