

Lee Hubbell

Education

Loyola University Chicago

- Master of Divinity, 2013
- Master of Arts, Pastoral Counseling, 2013

University of Louisiana, Lafayette, Louisiana

- Master of Education, 1992
- Bachelor of Arts, Elementary/Special Education, 1986

Professional Experience

Loyola University Chicago, July 2004 – Present

Director – LU CHOICE (Loyola University Chicago Opportunities in Catholic Education),

Director - JVC Magis (Jesuit Volunteer Core) and

Director of Ministry for the First Studies Jesuit Formation program.

- Administer all aspects of day-to-day program operations, including student/agency recruitment, interview, selection, mentoring, evaluation, and budget preparation including securing necessary program funding.
- Plan and implement six retreats, four days of reflection and two orientations annually.
- Meet individually with fifty student participants to process program experiences, mentor and evaluate program participation.
- Facilitate twelve spiritual growth reflection sessions with program participants on an annual basis.
- 90% of program graduates continue to work in their field of study and training.

DePaul University, Chicago, Illinois, May 2003 – June 2004

Mentor Coordinator – Vincentian Urban Educators Program

- Mentored six first-year teachers, conducting bi-monthly school site visits and individual mentoring sessions. Provided consultation and instruction to program participants.
- Conceptualized and executed professional development activities.
- Developed and directed orientation and retreat activities for program teacher participants.
- Enlisted four schools for program participation.

Target Group, Inc., Chicago, Illinois, October 1998-March 2003

Senior Project Manager, January 2002-March 2003

Project Manager October 1998-December 2001

- Researched and formulated concept for education-to-careers programs for the manufacturing, transportation, precision metal works and pharmacy industries and presented to industry

leaders for funding and implementation consideration. The pharmacy preparation program was adopted and funded by Walgreens.

- Designed job skill lessons for use in 26 participating Chicago Public High Schools and in Retail Learning Center.
- Conducted job fair for Midway Airport with twenty employers and over 1200 participants.
- Managed Minority/Women Business Enterprise utilization programs for agency clients, including Department of Aviation, ABN AMRO Bank, and Wolverine Construction.

Acadiana C.A.R.E.S. (Concern for AIDS Relief, Education, Support), Lafayette, Louisiana, February 1994 – September 1998

Executive Director

- Created and managed a prevention program rated number one in the State of Louisiana by the Office of Public Health in 1997 and 1998.
- Increased operating budget from \$700,000 to \$2,800,000 by locating grants and writing successful grant proposals.
- Secured two three year service contracts in excess of \$4,000,000.
- Established and facilitated the following courses: AIDS 101, AIDS 201, Adolescent Peer Training Program, Home Health Party, and Educator Training, for approximately 1000 students, resulting in increased HIV prevention awareness and educated interaction with persons living with AIDS.

Our Lady of Fatima School, Lafayette, Louisiana, August 1988 – January 1994

Director of Religious Education, August 1992-January 1994

Fourth Grade Teacher, Aug 1988-July 1992

- Organized weeklong diversity symposium utilizing over 150 volunteers.
- Produced and executed religious education methodology workshops/seminars for teachers, students, and parents.
- Supervised and administered annual review of 30 teachers.
- Coordinated and directed monthly, school wide religion programs.

Little Flower School, San Antonio, Texas, August 1986 – July 1988

Fifth/Fourth Grade Teacher

- Prepared students to participate for the first time in the school science fair.
- Enrolled students in the Junior Achievement Business Basics Program of Economic Education.
- Guided students to develop write and conduct the first Thanksgiving play conducted by the fourth grade.
- Secured \$1500 grant for class room instruction materials.