

Hello, I'm

Rachel Shepherd

I use **She/Her** pronouns
I live in **Pittsburgh, PA**
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Rachel.Salem.87@gmail.com

Currently serving as the *Executive Director* for the Pittsburgh Commission on Human Relations, Pittsburgh's civil rights enforcement agency. ■ One year, 6 months (June 2023-Present)

Lead the city in applying fair employment, housing, and public service practices to existing legal frameworks. Utilize legislative and policy updates to improve City of Pittsburgh compliance with federal, state and local laws.	
Support the commissioners in guiding the agency's mission, setting measurable goals, improving processes, and developing community relationships.	Provide support, guidance, training, and professional development opportunities to staff and commissioners.
Collaborate with federal partners, other commissions, and local agencies to identify regional trends and develop strategies for training and educational endeavors.	
Organize and present information to the public in a way that will develop open communication and trust.	Conduct research to explore opportunities for growth in the Pittsburgh area and find ways to better serve the community.
Supervise the Fiscal and Contracting Coordinator by overseeing purchasing, budget requests, contract/grant reporting, and project management.	

***Deputy Director* for the Pittsburgh Commission on Human Relations ■ One year (June 2022-Present)**

Support the Executive Director in guiding the agency's mission, setting measurable goals, improving processes, and developing community relationships.	Provide support, guidance, training, and professional development opportunities to staff and commissioners.
Lead discrimination case processing and ensure regulatory compliance by conducting weekly case review meetings with investigative staff, maintaining documentation on multiple case management platforms, assigning intakes and cases for investigation; and monitoring settled cases for compliance.	
Prepare reports for federal partners on discrimination case activities, agency concerns, training, and educational endeavors.	Formally trained as a mediator to assist with settling allegations of discrimination and providing conflict resolution for the community.

***Fiscal and Contracting Coordinator* for the Pittsburgh Commission on Human Relations ■ Three years (January 2020-February 2023)**

Advise the Director in matters concerning staff development and training opportunities, budget requests, department policies, and contract requirements.	Coordinate all financial transactions for the department, including expenditures, deposits, reimbursements, reporting, and ledger maintenance.
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Prepare contracts and grant proposals for the U.S. Department of Housing and Urban Development, the Equal Employment Opportunity Commission, and the Community Development Block Grant program.

Collaborate with staff to plan outreach and education events, identify advertising options, and conduct other agency promotion

Act as department liaison for language access, human resources, procurement, contracts, and timekeeping.

***Secretary to the Director* at the Pittsburgh Commission on Human Relations.**

Three years (2016-2019)

Acted as timekeeper and human resources liaison for the department

Paid invoices and managed financial records for multiple accounts

Managed contracts and grants, including implementation and compliance

Organized and attended outreach, education, and training events

Prepared budgets, travel requests, quarterly reports, and statistical data

Maintained social media accounts and arranged advertising for the department

Provided administrative support to the directors, staff, commissioners, and Affirmatively Furthering Fair Housing (AFFH) Task Force

***Paralegal* at Dickie, McCamey & Chilcote, working in the areas of Pennsylvania & West Virginia Workers' Compensation. ▪ One year (2015-2016)**

Organized files for depositions and hearings, and prepared comprehensive file summaries

Ordered and reviewed medical records in order to prepare medical indexes and chronologies

Scheduled events, maintained the attorney's calendar, and keep track of deadlines ordered by the judges

***Administrative Specialist* in the Zoning and Development Review Division of the Pittsburgh Department of City Planning. ▪ One Year (2014-2015)**

Assisted the Zoning Administrator by scheduling meetings, responding to various forms of public inquiry, processing incoming and outgoing mail, scanning and indexing documents, preparing mass mailings, and recording phone messages

***Legal Assistant* in the executive office of Ampco-Pittsburgh Corporation, a steel company focused on asbestos litigation. ▪ Two years (2012-2014)**

Assisted the Executive Vice President by preparing mailings, maintaining email records, filing documents, and answering phones

Assisted the Legal department by updating spreadsheets, maintaining databases, reviewing invoices and outgoing checks for accuracy, writing checks, typing and filing documents

Assisted the Pension and Risk Management department by updating spreadsheets, documenting health insurance payments, and reviewing Flex Spending documentation for accuracy

Paralegal at Abes Baumann, P.C., a Pennsylvania Workers' Compensation, Social Security, and Veterans Benefits law firm. ■ Five years (2007-2012)

Prepared exhibits for hearings, submitting medical records via Electronic Records Express, summarizing medical records for hearings, preparing and submitting settlement documents, and organizing case files.

General duties included corresponding directly with attorneys, clients, and government agencies, reviewing award letters for accuracy, reviewing medical billing information and processes with providers, and updating case files and databases.

Professional References

- Megan Hammond, Director of the Fair Housing Partnership of Greater Pittsburgh
 - 412-514-4165 or megan@pittsburghfairhousing.org
 - **NOTE:** To accommodate this reference, please text or email prior to calling.
- Megan Stanley, former Director of the Pittsburgh Commission on Human Relations
 - 412-807-9297 or meganann.troy@icloud.com
- Sheri Rolewski, Senior Budget Analyst for the Office of Management and Budget
 - 412-805-6033 or sheri.rolewski@pittsburghpa.gov