

MILO R. HART

Jacksonville, FL 32099

✉ milorhart75@gmail.com

☎ (123) 111-1111

May 22, 2025

Clarence Green
Director of Emergency Family Services
Safron Community Services
Palm Drive North
Jacksonville, FL 32096

Dear Clarence Green:

With a deep commitment to empowering and supporting families, I am excited to apply for the Assistant Director of Family Services position at Safron Community Services. Your mission of "building a community where all families are valued, respected, and have the means to thrive" aligns closely with my professional mission and values. I bring over five years of experience in family services, graduate coursework in human services, and a collaborative approach to leveraging resources.

In my current role as the Crisis Intervention Program Coordinator at Youth and Family Services, I contribute to a team of four dedicated human service professionals who serve approximately 36 families monthly. I guide the team on following a wraparound service model that transitions families from crisis to safety and stability. I recently submitted a successful grant application for \$15,000 from the Sage Foundation to increase access to essential infant supplies. I was able to extend the impact of the grant by negotiating a \$4,500 discount from a local vendor. The grant provides critical resources for new mothers seeking immediate help for their families. In my former position as a housing specialist for the Jacksonville Housing Authority, I gained in-depth knowledge of the eligibility requirements and application processes for emergency and long-term housing programs, as well as SNAP and SSI eligibility.

Through my MS in Human Services program, I am exploring current research on best practices and strategies to address the complex social and human service needs of diverse populations. I am also continuing to develop my leadership skills through student and professional organizations where I have facilitated group discussions, led meetings, and organized events.

I look forward to an opportunity to further discuss how my experience, knowledge, energy, and passion can contribute to the mission of Safron Community Services. Thank you for reviewing my application. I can be reached at 123-111-1111 or by email at milorhart75@gmail.com.

Sincerely,

Milo R. Hart

Enclosure (1)