

VENITA MATHIAS
 243 Broadway, Apt. #501
 Cambridge, MA 02139
 (617) 492-3998

EDUCATION

BOSTON UNIVERSITY BOSTON, MA
 Master of Urban Affairs
 Bachelor of Science

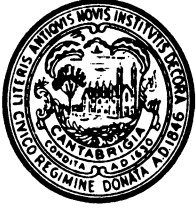
EMPLOYMENT

JUST A START CORPORATION July 1991 - Present
 Multi-Family Projects Coordinator CAMBRIDGE, MA
 Manage tenant selection for 32-unit rental development. Conducted outreach to landlords and determined tenant eligibility for rental rehab program. Implemented monitoring system for rehab program. Collect and record loan payments.

CITY OF SOMERVILLE Jan. 1990- Dec. 1990
 Program Administrator SOMERVILLE, MA
 Oversee the implementation of first-time homebuyer program (Somerville Homeownership Program (SHOP)). Work directly with lenders, brokers and buyers in the homebuying process. Conduct program information sessions for general public, community agencies and brokers. Schedule and conduct homebuyer workshops and oversee trainers delivering homeowner training courses for buyers. Conduct marketing efforts and develop informational materials for SHOP. Implement and conduct application and lottery procedures. Prepare quarterly reports to funding source.

UNITED SOUTH END SETTLEMENTS March 1988-Dec. 1989
 Housing Counselor BOSTON, MA
 Managed Housing Counseling Program. Located affordable housing for low-income clients. Outreach to landlords, realtors, local housing authorities and community agencies to identify available housing. Assisted clients in obtaining housing subsidies. Conducted monthly housing search workshops. Directed Renter's Revolving Loan Fund to assist clients with upfront moving costs. Developed Homebuying Counseling Program: arranged seminars, provided information and assistance on the mortgage assistance process, financing and housing opportunities.

MADISON PARK DEVELOPMENT CORPORATION May 1987-March 1988
 Administrative Assistant ROXBURY, MA
 Coordinated development and expansion activities of Corporation. Served as liaison to community residents and community organizations. Developed materials and publicized the Corporation's services and accomplishments. Responsible for office management. Formalization of day-to-day financial activities.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

September 21, 1992

To The Honorable, The City Council:

I am hereby transmitting notification of the appointment of the following person as a Member of the Affordable Housing Trust Board, effective September 17, 1992:

TERM TO EXPIRE:

Venita Mathias
243 Broadway
Apt. #501
Cambridge, MA 02139

September, 1995

This appointment also serves as a response to Awaiting Report Item Nos. 18 and 40.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachment

CONSENT AGENDA ITEM #7

S-742

Awaiting Report Item Nos. 18 & 40
regarding the appointment of Venita
Mathias as a member of the Affordable
Housing Trust Board.

In City Council,

September 21, 1992

Placed on file