

# Elizabeth Banda, M.Ed.

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Communications and community engagement professional with 9 years of nonprofit experience in program coordination, event promotion, public-facing communications, and volunteer and community support. Bilingual in English and Spanish, with a Master of Education in Instructional Design & Technology and experience in youth mentoring, family registration support, technology instruction, and nonprofit leadership.

## Work History

### Communications Director

**Tarrant County Bar Association/Foundation** | Fort Worth, TX | June 2017 – Present

- Manage communications for TCBA and TCBF, including email campaigns, website content, publications, social media, event promotions, and public-facing materials for 2,600+ legal professionals.
- Coordinate communications and marketing support for 18 sections and 30 committees, ensuring consistent messaging, timely promotion, and strong stakeholder engagement.
- Manage publication workflow for *The Verdict*, TCBA's award-winning bimonthly magazine, including contributor communication, editing, proofreading, layout coordination, production deadlines, and promotion.
- Coordinate logistics and communications for CLE seminars, judicial investitures, attorney swearing-in ceremonies, committee programs, community events, and member engagement initiatives.
- Support reporting and compliance for CLE programs, including submitting event details for State Bar of Texas credit approval and maintaining accurate program information.
- Collaborate with vendors and staff on major communications projects, including TCBA's rebrand, member focus groups, concept review, website content organization, and rollout materials.
- Serve as Regional Coordinator for the Texas High School Mock Trial Competition, selecting event dates and times, coordinating school teams, volunteer attorneys, judges, courthouse staff, logistics, and day-of operations.
- Provide technology and AV support for seminars, webinars, and events, managing presentations, Zoom/webinar tools, sound, and on-site troubleshooting to ensure smooth program delivery.

### Library Assistant

**Fort Worth Public Library** | Fort Worth, TX | November 2012 – June 2017

Media Department | Adult Services | eSkills Library & Job Center

- Taught adult computer literacy classes in English and Spanish, helping patrons build essential technology skills and access educational and career resources.
- Provided hands-on support for patrons using digital resources, including OverDrive, Kindle, WorldCat, e-books, e-audiobooks, and library equipment.
- Developed staff training materials for digital media systems, improving staff proficiency and patron support.
- Supported development of a Photoshop/Web Development class for adult learners through a UT Arlington/eSkills Library & Job Center partnership.
- Analyzed monthly statistics for community programs with TCC GED, FWISD, UT Arlington, Workforce Services, and Fort Worth Library to support reporting, outreach, and program improvement.

### Administrative Contractor

**National Association of Pro Bono Professionals (NAPBPRO)** | Remote | June 2024 – Present

- Support membership tracking, content updates, event coordination, and administrative operations through WildApricot, maintaining organized member and program information.
- Coordinate communications for webinars and member events, including registration support, participant engagement, and follow-up.
- Prepare board meeting materials, manage Zoom logistics, and support timely communication with board members and committees.

## Education

**Master of Education (M.Ed.) in Instructional Design & Technology**

**West Texas A&M University** | Canyon, TX | January 2014 – August 2015

GPA: 3.8 | Kappa Delta Pi International Honor Society in Education

**Bachelor of Science (B.S.) in University Studies**

**The University of Texas at Arlington** | Arlington, TX | December 2012

Concentrations in Sociology, Accounting, and Spanish

## Key Skills

Community & Family Engagement | Program Coordination | Event Planning & Logistics | Communications Strategy | Data Collection & Reporting | Youth Mentoring & Academic Support | Bilingual English/Spanish | Microsoft Office | Adobe Creative Cloud | Zoom/Webinar Platforms | WildApricot

## Leadership & Volunteer Experience

**Junior League of Fort Worth** | Fort Worth, TX | May 2023 – Present

Placement Secretary, 2026–2027 | Provisional Advisor, 2025–2026 | Website Chair, 2024–2025 | Provisional Member, 2023–2024

- Selected for and completed the 2024–2025 All aBoard Leadership Cohort, a competitive Junior League leadership program focused on nonprofit governance, advocacy, strategic planning, and board service; completed BoardBuild nonprofit board governance training through UTA Continuing Education.
- Serve in leadership roles, including Placement Secretary, Provisional Advisor, and Website Chair, supporting member engagement, volunteer placement, digital content, communications, and organizational operations.
- Recognized as 2024 Provisional of the Year out of a provisional class of more than 150 members for outstanding volunteer service, leadership, engagement, and commitment to the organization.
- During the 2023–2024 provisional year, completed 180 Junior MINTS volunteer hours across six FWISD schools and 42 additional nonprofit volunteer hours, exceeding both required service goals.

**Academy 4 Mentor / Spark Clubs Music Co-Leader** | Fort Worth, TX | December 2023 – May 2025

- Mentored 4th-grade students through a monthly leadership curriculum focused on listening, encouragement, attitude, development, example, respect, and service.
- Supported school-based programming during regular school hours, building positive relationships with students, staff, and community volunteers.
- Co-led Spark Clubs music enrichment activities designed to broaden student interests, encourage creativity, and support student engagement.

**Board of Directors | Literacy United** | Fort Worth, TX | August 2024 – Present

- Serve on the board of a nonprofit focused on literacy access, community outreach, school/family events, free book distribution, and educational resources.

**Member; Former VP of Communications, Board of Directors | League of Women Voters of Tarrant County**

Fort Worth, TX | May 2023 – Present

- Led website, email, newsletter, and social media communications to support public education and civic engagement.
- Continue to support voter education and community outreach, including county election forums, event support, and attendee question coordination.

**Bilingual Community Volunteer | Fort Worth ISD** | Fort Worth, TX | January 2024 – Present

- Assist an average of 80 families per five-hour registration period, providing bilingual support to families with limited computer access or English proficiency.
- Facilitated registration and check-in at the Inaugural Emergent Bilingual Family Engagement Literacy Conference, supporting families exploring bilingual programs, ESL initiatives, and literacy resources.

## Awards & Achievements

- Five-time State Bar of Texas Stars of Texas Bars award recipient for TCBA publications, including Best Overall Newsletter/Publication honors: 2018, 2019, 2022, 2023, 2026.
- State Bar of Texas Stars of Texas Bars Star of Achievement recipient for the *Elder Law Handbook*, an 80-page public legal education resource for older adults and the broader community: 2026.
- State Bar of Texas Stars of Texas Bars Award of Merit recipient for TCBA's overall programming, projects, member services, community service, access to justice, and communications: 2023–2026.

## Certificates

- Leadership Essentials Certificate, NonprofitReady | Issued June 2026
- Essentials of Nonprofit Board Governance, BoardBuild / UTA Continuing Education | Issued May 2025
- Texas Poll Watcher, Office of the Texas Secretary of State | Expires August 2026
- Deputy Voter Registrar, Tarrant County | Expires December 2026 | Credential ID 1018102153