

Rickeem Jackson

Rj8thegreat@gmail.com

407-819-2587

24 September 2025

Dear Hiring Committee,

I am writing to express my interest in the City Manager position with the City of Pahokee. With a strong background in public administration, budgeting, and community leadership, I bring proven experience managing multimillion-dollar budgets, developing strategic programs, and building trusted partnerships with government, nonprofit, and educational leaders.

I have overseen operations, directed financial planning, and produced reports to guide decision-making. Endorsement from the Democratic Caucus Party reflects my credibility as a leader who balances policy, fiscal responsibility, and public service. My affiliations with the NFL and NCAA further strengthened my ability to design youth initiatives and align city programs with broader educational and athletic standards.

I also served as Chief Operating Officer of Hall of Fame Transport Center in Hammond, Louisiana, where I directed operations, managed budgets, and implemented efficiency strategies that improved performance. As Head Coach and Recruiting Coordinator at Glades Central High School, I managed budgets and developed mentorship programs connecting youth to higher education opportunities.

I am proud of building outreach initiatives that grew programs by more than 40%, securing long-term funding, and fostering collaboration with city officials, schools, and civic leaders. These achievements demonstrate my ability to pair fiscal discipline with community engagement.

I would welcome the opportunity to bring my skills in budget oversight, strategic planning, and stakeholder engagement to Pahokee. I am confident my leadership style and track record of consensus-building will support the city's continued growth and success.

Thank you for your time and consideration. I look forward to the opportunity to serve the needs of Pahokee.

Best Regards,

Rickeem Jackson



Rickeem Jackson

2997 Lakeside Circle #38 | Pahokee, FL 33476

rj8thegreat@gmail.com | (407) 819-2587 | @CoachRick_Win

Professional Summary

Executive leader with experience in public administration, budgeting, and community development. Skilled in managing multimillion-dollar budgets, guiding policy, and building partnerships to strengthen operations and promote growth.

Core Competencies

Budget Oversight & Financial Management · Statistical Data Analysis & Reporting · Public Administration & Policy Development · Government & Community Relations

Strategic Planning & Operations · Education & Youth Development · Program Development & Grant Management · Team Leadership & Mentorship

Selected Achievements

- Directed nonprofit operations with full budget authority, securing grants and partnerships that expanded programs by 40%.
- Produced detailed financial and statistical reports to support data-driven decision making.
- Managed academic and financial affairs as Academic Coordinator/Dean, implementing accountability measures.
- Consulted with the Congressional Democratic Caucus, contributing to outreach, policy, and fiscal oversight.
- Built sustainable outreach initiatives through collaboration with city officials, schools, and civic organizations.

Professional Experience

Defensive Analyst | University of Pittsburgh (2023 – 2024)

- Conducted research, analysis, and reporting to strengthen strategy and operations.

NFL Intern – Defensive Backs (Bill Walsh Internship) | Miami Dolphins (2023)

- Assisted in program coordination, evaluation, and performance reporting.

Co-Defensive Coordinator / Recruiting Coordinator | Lake Erie College – South Florida Region (2022 – 2023)

- Oversaw program budgets, compliance, and community outreach.
- Prepared statistical reports to track performance outcomes and resource allocation.

Head Coach / Recruiting Coordinator | Glades Central High School – Belle Glade, FL (2020 – 2022)

- Directed program operations including staffing, scheduling, and budget management.
- Built mentorship and academic support programs to connect students with higher education.

Academic Coordinator / Dean | Everglades Preparatory Academy – Homestead, FL (2018 – 2021)

- Managed academic performance, compliance, and budgeting.
- Created statistical and financial reports to guide school-wide decisions.

Consultant – Community Outreach & Partnerships | Congressional Democratic Caucus / Mark Spears Law Firm – New Orleans, LA (2016 – 2018)

- Supported fiscal oversight, outreach, and government relations initiatives.
- Expanded community partnerships to improve policy and program delivery.

Transportation Associate | Hall of Fame Transport Center – Hammond, LA (2013 – 2018)

- Coordinated logistics, scheduling, and operations for transport services.
- Managed compliance with transportation regulations and supported financial recordkeeping.

Executive Director – Community Outreach | Rickey Jackson Hope Center – New Orleans, LA (2013 – 2016)

- Directed nonprofit operations, budgets, and staffing.
- Expanded youth outreach programs and secured long-term funding sources.

Education & Certifications

M.A., Psychology – University of Phoenix, 2022 (GPA 3.8)

B.A., Social Science / Physical Education, Minor: Business Administration – Robert Morris University, 2013 (GPA 3.1)

Certifications: Florida Athletic Coaching Certification; Florida Educator Certification (Social Science & PE)

References

The Hon. Cedric Richmond — Former U.S. Congressman (LA-2)

Relationship: Professional reference (Congressional Democratic Caucus / community outreach)

Contact: Available upon request



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Rickeem Jackson

Position Applied For (list only one) City manager

Telephone Number () 407-819-2587 Alternate/Cellular Telephone Number () N/A

Present Address: How long have you lived here? 16 years Years/Months

Street, Apartment, or Unit Number 2997 Lakeside circle

City/State/Zip: Pahokee, FL 33476

Email Address (optional) rs8thegreat@gmail.com

Type of employment desired? Full-time ☒ Part-time ☐ (Specify Hours) _____

Are you willing to work overtime? Yes ☒ No ☐

Date on which you can start work if hired ASAP

Have you previously applied for employment with this City? Yes ☐ No ☒

If Yes, when and for what position did you apply? _____

Have you ever been employed by this City? Yes ☐ No ☒

If Yes, provide dates of employment, position and reason for separation from employment. _____

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: _____

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College	Robert Morris University	Physical Education Minor: Business Admin	Yes	4 yrs	Yes
Graduate/ Professional	University of Phoenix	Psychology	Yes		Yes
Trade or Correspondence	Certification FL Athletic Coaching		Yes		

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer University of Pittsburgh

Address: _____ Telephone: (412) 551-5697

Job Title: Defensive Analyst Supervisor Name: PAT Mardozzie

From 2023 To: 2024 Hours Worked: _____

Duties: Conducted research, analysis, & reporting to
strengthen strategy operations

Reason for Leaving: I wanted to apply my skills in a more senior role & expand my impact

May we contact? Yes ☒ No ☐ If No, why not? _____

Were you ever disciplined? If so, for what? _____

2. Name of Former Employer: Miami Dolphins Football team

Address: _____ Telephone: (561) 221-4268

Job Title: NFL intern defensive back Supervisor Name: Todd Nelson

From 2023 To: _____ Hours Worked: _____

Duties: Assisted in program coordination, evaluation, performance
reporting

Reason for Leaving: I relocated my family May we contact? Yes ☒ No ☐ If No, why not? _____

Were you ever disciplined while employed? If so, for what? _____

3. Name of Former Employer: LAKE Erie College

Address: _____ Telephone: (561) 874-6711

Job Title: co-defensive coordinator / recruiting coordinator Supervisor Name: DJ Boldin

From 2014 To: 2023 Hours Worked: _____

Duties oversaw program budgets, compliance, & community outreach. Prepared statistical reports to track performance outcome & resource allocation.

Reason for Leaving: I was ready for a new challenge that would allow me to continue to grow professionally.

May we contact? Yes ☒ No ☐ If No, why not? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? N/A

Have you ever been terminated or asked to resign from any job? Yes ☐ No ☒

Has your employment ever been terminated by mutual agreement? Yes ☐ No ☒

Have you ever been given the choice to resign rather than be terminated? Yes ☐ No ☒

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
George Richmond	Congressman	US Government		212-558-5300
DJ Bordin	Head Coach	Lake Erie College	Supervisor	561-876-6711
Todd Nelson	Special Protection	Michigan Dolphins	Supervisor	512-221-4267

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Maria Escondido	Project Manager	NA	351-766-9474	2 years
Melanie Golden Marcus	Principal	NA	561-993-4100	6 years
Ricky Jackson	CEO	NA	524-655-7911	36 years

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employee** or the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes ☐ No ☒

If yes, explain: _____

**Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

1. ☐ A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; or
2. ☐ The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; or
3. ☐ A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4, 1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5, 1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31, 1946;
 - (e) Korean Conflict: June 27, 1950, to January 31, 1955;
 - (f) Vietnam Era: February 28, 1961, to May 7, 1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; or
4. ☐ The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? __ Yes ☐ No ☒

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) Rickieem Jackson

BRANCH OF SERVICE

DATA ENTRY

DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: _____

Date: _____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date