

Administrative Assistant

Advisory Neighborhood Commission 1D is hiring a part-time independent contractor to provide administrative assistance with communication, documentation, and other duties.

Advisory Neighborhood Commissions (ANC) are unpaid, non-partisan, locally elected bodies that have the responsibility and opportunity to be a neighborhood's official voice in advising the District of Columbia government on things that effect residents' daily lives (e.g. traffic, parking, recreation, zoning, and more). ANCs conduct monthly public meetings, build consensus on resolutions, testify at hearings, and liaise with DC agencies to keep the neighborhood informed.

Administrative Tasks

- Scheduling presenters for public meetings
- Coordinating and confirming meeting room reservations or remote platform operation during virtual or hybrid meetings
- Confirming the attendance of presenters and collecting advanced presentation materials
- Ensuring audio/video recording is made of each public meeting, and downloading and posting meeting videos
- Ensuring letters and resolutions passed by the Commission are properly formatted, edited, and circulated to the appropriate recipients including elected officials and government agencies
- Assisting in maintaining financial files, including receiving and organizing invoices and drafting financial reports
- Ensuring documents are organized and filed in a shared drive and uploaded online
- Drafting meetings notes and circulating draft to commissioners for comment
- Drafting templates for flyers and resolutions
- Assisting with the maintenance of orderly records

Communications Tasks

- Implementing a communications plan to improve outreach to community members, including drafting a monthly newsletter with input from all commissioners; starting a new YouTube channel to store and share meeting recordings; and improving public-facing website for stronger accessibility and language-access
- Providing required public meeting notice on website and social media
- Assisting with commission's inbox management
- Performing such other duties as the Chairperson or the Commission may prescribe

Applicants should have strong organizational skills and the ability to work both independently and collaboratively on assigned tasks in a hybrid environment.

Students are welcome, including but not limited to those in a field of study related to topics to communications, governance, or public policy, or with an interest in such topics.

Ideal qualifications:

- Strong writing and interpersonal skills

- Proficient in Zoom, Microsoft Word, Adobe Acrobat, Outlook, Microsoft Teams, and other office programs
- Experience with website content management
- Creative problem solver
- Ability to work independently and with a team
- Experience managing social media applications
- Spanish language fluency

Experience:

- Minimum of 2 years professional level work experience
- Willingness and ability to learn new skills
- High School Diploma or equivalent

Compensation: \$23/hour for 10-15 hours each week. Payments will be made on a monthly basis under a contractual agreement.

Hours: Hours may vary each week, estimated at 10-15 hours weekly. Contract will go through December 31, 2023, and may be continued for an additional 12 months.

Schedule: Schedule is flexible. All duties may be performed virtually. The ideal candidate will be able to attend public meetings online and/or in-person (generally twice a month).

To Apply: Please submit your resume, cover letter, and references to 1D06@anc.dc.gov with “ANC 1D Administrative Assistant Position” in the subject line by June 26, 2023.

As an Affirmative Action and Equal Opportunity Employer, ANC1D is committed to excellence through diversity. ANC1D recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.