

## **Administrative Assistant | Job Announcement**

ANC 3/4G - Chevy Chase, Barnaby Woods and Hawthorne  
Mailing Address: Northwest Station  
P.O. Box 6252  
Washington, DC 20015

### **Job Description:**

ANC 3/4G is currently hiring a part-time (10-20 hours per week) Administrative Assistant. The Administrative Assistant's primary role is to support the operational functions of the Commission at the direction of the ANC 3/4G Chair, and secondarily, support the work of the Commission's officers, on an as needed basis. The Administrative Assistant is expected to serve with excellence, integrity, and an unwavering commitment to the public interest.

### **Duties and Qualifications:**

Duties will consist of a mix between office/administrative and communications tasks including (but not limited to):

#### **ANC 3/4G Public Meetings**

The Administrative Assistant is responsible for supporting the Commission's preparation for, notice, and conduct of the ANC 3/4G public and committee meetings. The Administrative Assistant shall work with the Chair to develop the Commission's agenda (generally the Commission hold regular meetings twice a month) and provide support, as directed, for any special, administrative, or ad hoc meetings. The Administrative Assistant will be responsible for:

- Providing required public meeting notice on appropriate social media channels and the Commission's website;
- Scheduling presenters;
- Updating the Commission's website with required meeting materials;
- Coordinating and confirming meeting room reservations or remote platform operation during virtual or hybrid meetings;
- Confirming the attendance of presenters;
- Providing sufficient meeting materials to attendees;
- Ensuring audio/video recording is made of each public meeting, and downloading and posting meeting Chats and videos;
- Ensuring final versions of letters and resolutions passed by the Commission are properly formatted, edited, and circulated to the appropriate recipients; and
- Ensuring documents are organized and filed appropriately in a shared drive and uploaded to the Commission's website.

#### **External Communications**

The Administrative Assistant is trusted with communicating, on a timely basis, upcoming meetings and completed work on behalf of the Commission through the Commission's social media accounts, as assigned. The Administrative Assistant will:

- Use excellent judgment in posting to the Commission's Facebook account, Twitter account, and neighborhood listservs;
- Maintain the Commission's website ([wordpress.org](http://wordpress.org));
- Post meeting agendas, minutes, Q&A/chat, presentations, letters/resolutions, and other Commission work products; and
- Manage the ANC 3/4G office email and MailChimp accounts and respond appropriately to email communication.

### **Office Management**

The Administrative Assistant is not expected to keep regular office hours (whether or not the District is under a public health emergency) but is expected to keep the Commission's physical office presently located at the Chevy Chase Community Center at 5601 Connecticut Avenue, NW in good order. This includes:

- Maintaining appropriate office supplies;
- Ensuring office equipment (computers, printers, etc.) is in working order; and
- Serving as a good steward of the office.

Ideal qualifications:

- Strong writing and interpersonal skills;
- Proficient in Zoom, Microsoft Word, Adobe Acrobat, Outlook, WebEx, Microsoft Teams, Gmail, and other office programs;
- Experience with website content management, preferably [wordpress.org](https://wordpress.org);
- Creative problem solver;
- Ability to work independently and with a team; and
- Experience managing social media applications.

### **Experience:**

- Minimum of 2 years professional level work experience in an office setting;
- Experience in a client service oriented field preferred;
- Willingness and ability to learn new skills; and
- High School Diploma or equivalent.

### **Hours:**

This job is part-time. Hours may vary each week from a minimum of 10-20 hours.

### **Schedule:**

Flexible. Most duties may be performed virtually. The ideal candidate will be able to attend ANC meetings (generally the Commission meets twice a month) in-person.

### **Salary:**

Estimated compensation range is based on a minimum of \$23/hour or negotiated rate and hours.

### **To Apply:**

Please submit your resume and brief cover letter with references addressed to [3G@anc.dc.gov](mailto:3G@anc.dc.gov), [3G01@anc.dc.gov](mailto:3G01@anc.dc.gov), [3G06@anc.dc.gov](mailto:3G06@anc.dc.gov), and [3G04@anc.dc.gov](mailto:3G04@anc.dc.gov) with "ANC 3/4G Administrative Assistant Position" in the subject line by Friday, June 9, 2023. You will receive email notification of receipt of your application and next steps.

### **Affirmative Action/Equal Employment Opportunity**

As an Affirmative Action and Equal Opportunity Employer, ANC 3/4G is committed to excellence through diversity. ANC 3/4G 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.