

PAC JOB DESCRIPTION

Job: DC Pedestrian Advisory Council Administrative/Program Assistant

Location: Washington, DC

Estimated hours per week: an average of 6 hrs./wk.

Hourly Rate: \$30/hr.

Services to be provided:

The DC Pedestrian Advisory Council (PAC) provides administrative, technology, communications and research support services to the DC PAC (see Council description below). The points of contact on the PAC are the co-chairs, with whom work is to be coordinated and accounted for on an ongoing basis.

Services to include:

Meeting support

- Send invitations, publicize and arrange space for monthly PAC meetings (fourth Monday of each month from 6:30pm – 8:30pm; and serve as virtual meeting host to open and administer meetings, in consultation with the PAC co-chairs
- Attend all PAC meetings; assist the PAC co-chairs in preparing a monthly meeting agenda and circulate the agenda at least five weekdays days prior to a meeting
- Attend meetings in-person, with recording equipment, when physical meetings are called
- Take attendance and record votes
- Administer and record virtual meetings held on WebEx or other technology; manage security (e.g., waiting room, disabling screen sharing for attendees, etc.) and post recordings of meetings on the PAC website per Open Meetings requirements.
- Prepare draft minutes, including attendance, of full PAC meeting within 72 hours of each meeting and post minutes to the website, following final approval at a PAC meeting
- Provide guidance from bylaws if questions arise during meetings

Website and general administration

- Maintain and circulate (whenever revised) a complete roster of all PAC members including, phone numbers, email addresses and, for appointed voting members, which DC Councilmember they represent
- Arrange space for and publicize monthly PAC meetings or, alternatively as needed, schedule and administer virtual meetings
- Maintain membership spreadsheet, listservs and Google group email lists;
- Maintain and promote the website (<https://www.walkdcwalk.org/>) such as posting meeting announcements and minutes; work with PAC members to draft blog updates for the site
- Work with PAC co-chairs on updates to the website text and design

Outreach, writing and research

- Assist PAC members in dissemination of PAC documents and other communications to DC Council members and their staff, and other audiences as determined
- Track PAC activity related to annual reporting requirements from the DC Council and work with the co-chairs to prepare responses
- Work with PAC members to identify, summarize and make available to members existing research, data and writings on specific policy topics

Requirements/Skills:

- Preference will be given to DC residents
- Flexibility to work independently
- Ability to attend evening meetings, held either in-person or virtually
- Ability to work well with others, meet deadlines, and contribute ideas on how the work of the Council can be most effective
- Website and database management skills
- Strong writing and other communication skills
- Computer with microphone and camera, reliable internet access
- Interest in urban transportation issues/planning, especially walking, rolling and pedestrian safety
- Work references
- Legal U.S. resident able to provide social security number

The **DC Pedestrian Advisory Council (PAC)** is a group appointed by the DC Council to advise District government on pedestrian issues, including walking and pedestrian safety. It consists of 13 appointed community members (one appointed by each Councilmember), and four government representatives for the District Department of Transportation, Metropolitan Police Department, Office of Planning, Department of Parks and Recreation, and District of Columbia Public Schools. PAC meetings are held on the fourth Monday of the month from 6:30pm-8:30pm at One Judiciary Square (441 4th St NW) and are open to the public.

To apply:

Please send a resume and cover letter to: Jim Elliott and Heather Foote, Co-Chairs, with the subject line “PAC Administrative Assistant Application” to DCPedCouncil[at]gmail.com. Applications will be considered on a rolling basis until the position is filled.