




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Jana Lamon</i>		
Board/Commission Name: <i>Seattle Center Advisory Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>9/29/2022</i> to <i>9/28/2025</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Ballard</i>	Zip Code: <i>98117</i>	Contact Phone No.: [REDACTED]
Background: <p><i>Ms. Lamon is the Assistant Director at the Robinson Center for Young Scholars at the University of Washington. She is passionate about equity in education and works to make sure underrepresented students have access to programs they have been excluded from in the past. As a life-long Seattle resident and she is excited about the city's growth and expansion. Ms. Lamon lives in Ballard with her husband and 2 boys, ages 10 and 7. Ms. Lamon was first appointed to the Seattle Center Advisory Commission in August 2018 to finish out a 3-year term which began in 2016. Her knowledge of Seattle and her leadership skills have added a lot of value during her tenure serving on the Seattle Center Advisory Commission.</i></p>		
Authorizing Signature (original signature):  Date Signed (appointed): 4/11/2023		Appointing Signatory: <i>Bruce Harrell</i> <i>Mayor</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

PROFESSIONAL PROFILE

In my leadership roles, I make unique connections with people with my ability to communicate clearly, diplomatically and effectively. In an organized and professional manner, I successfully manage a number of complex, multifaceted relationships, and tasks while exercising good judgment in a fast paced, dynamic, and deadline driven environment.



KEY SKILLS

Leadership

Public Speaking

Multitasking

Interpersonal Skills

Community Outreach

Attention to detail

WORK EXPERIENCE

Assistant Director for the Robinson Center for Young Scholars

University of Washington
August 2020-Present

- Serve as the primary support for the Director's responsibilities, including attending meetings, managing required records, providing reports, and responding to personnel actions;
- Work independently with substantial discretion, and protect the confidentiality of written and verbal communications;
- Independently compose and edit correspondence and documents for the Director's signature;
- Assist with editing, proofing, and formatting documents related to the Director's grants, service, grant/manuscript reviews, and publications;
- Collect, analyze and summarize pertinent data and background research as needed;
- Plan events to align with the RC's goals and Director's vision, including but not limited to staff meetings, annual retreat, and task force meetings;
- Provide other meeting or committee support for groups in which the Director participates, including assuring that meeting priorities are established and communicated;
- Identify and pursue funding opportunities for sustainability;
- Assure successful and effective program operations in compliance with funding agencies, University, and Center policies;
- Actively recruit students and teachers for all Center programs;
- Serve as the representative for matters concerning the Center's outreach, including interactions with academic units across campus, within the K-12 schools and families of the community;
- Lead a vibrant public image and connection with the community (via website, info sessions, school visits, social media, etc);

EDUCATION

Master's in Education
ANTIOCH UNIVERSITY
Seattle
2011

Bachelor of Arts / English
UNIVERSITY OF
WASHINGTON
Seattle
2001

WORK EXPERIENCE CONT.

Director of Outreach and Enrichment Programs for the Robinson Center for Young Scholars

University of Washington

Sept. 2018 – August 2020

- Directly supervise and manage my Program Coordinator and Program Assistant: help with time management, create tasks lists for them, assure deadlines are met, mentor
- Seasonally manage a team of 170 people: recruit staff, communicate with, schedule, problem-solve issues, celebrate successes
- Oversee the hiring and supervision of staff for two programs: interview, reference checks, manage time input
- Develop the outreach programming and communications for all of the programs at the Robinson Center: make connections, book events, review contracts, plan events, lead on day of event
- Enhance the Center's equity initiatives: secured funding for students that qualify, book outreach events in under-served neighborhoods in Seattle, create partnerships with low-income family housing units, attend workshops and planning sessions on issues of access and equity, help create grant partnerships with Families of Color and United Way
- Collect, interpret, and write up data for the annual report in all 3 programs
- Oversee and responsible for development and communications projects with a focus on outreach, visual communication, alumni relations, and marketing
- Develop and deliver professional development on issues of equity for staff
- Present at conferences on issues of equity in education and quality environments in enrichment programs

Seattle Center Advisory Commission Board Member

The Seattle Center

Sept. 2018 – Present

- Attend monthly meetings
- Provide Center staff, the Mayor and the City Council with an ongoing assessment of operations, performance, plans and policies of the Seattle Center
- Advise the Center staff, the Mayor and the City Council on policy matters that may affect the Center
- Provide written quarterly reports to the Mayor and the City Council
- Provide recommendations and advise on single issues or matters deemed important by the Commission, the Mayor or the City Council
- Participate in sub-committees or task forces of the Commission as requested by the Commission or the Center staff
- Collaborated with Schools Out Washington and other affiliates to build a productive and successful program

Seattle Center Advisory Commission

15 Members: Pursuant to Ordinances 91885 and 108936, 3-year terms; 1 Member pursuant to Ordinance 121568, 1-year term; all members subject to City Council confirmation:

- 16 Mayor- appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	M	7	1.	Member	Koichi Kobayashi	9/29/22	9/28/25	2	Mayor
-	F	2	2.	Member	Joy R. Shigaki	9/29/22	9/28/25	1	Mayor
6	M	7	3.	Member	Michael George	9/29/22	9/28/25	2	Mayor
6	M	7	4.	Chair	Mark F. Dederer	9/29/22	9/28/25	5	Mayor
6	F	6	5.	Member	Jana Lamon	9/29/22	9/28/25	3	Mayor
6	M	7	6.	Member	John Olensky	9/29/20	9/28/23	1	Mayor
6	F	6	7.	Member	Sarah C. Rich	9/29/20	9/28/23	4	Mayor
6	F	1	8.	Member	Stacey E. Hutchison	9/29/20	9/28/23	1	Mayor
6	M	4	9.	Member	Eric Berlinberg	9/29/20	9/28/23	1	Mayor
6	F	7	10.	Vice Chair	Holly Golden	9/29/20	9/28/23	4	Mayor
2	M	4	11.	Member	Matthew Mead	9/29/21	9/28/24	1	Mayor
-	F	2	12.	Member	Kamala Saxton	9/29/21	9/28/24	1	Mayor
7	F	2	13.	Member	Lara Mae D. Chollette	9/29/21	9/28/24	1	Mayor
6	M	N/A	14.	Member	Will Ludlam	9/29/21	9/28/24	4	Mayor
3	F	2	15.	Member	Gloria Connors	9/29/21	9/28/24	4	Mayor
			16.	Get Engaged Member	Vacant	9/1/21	8/31/23		Mayor

SELF-IDENTIFIED DIVERSITY CHART

	Male	Female	Transgender	NB/O/U	(1) Asian	(2) Black/ African American	(3) Hispanic/ Latino	(4) American Indian/ Alaska Native	(5) Other	(6) Caucasian/ Non- Hispanic	(7) Pacific Islander	(8) Middle Eastern	(9) Multiracial
Mayor	7	8			1	1	1			9			
Council													
Other													
Total	7	8			1	1	1			9			

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary, O= Other, U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.