



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Jacquelyn Kurdas</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>Get Engaged Member</i>
☒ Appointment OR ☐ Reappointment		Council Confirmation required? ☒ Yes ☐ No
Appointing Authority: ☐ Council ☒ Mayor ☐ Other: <i>Specify appointing authority</i>		Term of Office: <i>9/1/16 to 8/31/17</i>
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: <i>98102</i>	Contact Phone No.: <i>N/A</i>
Legislated Authority: <i>SMC 3.14.920</i>		
Background: Jacquelyn is the National Service Program Coordinator for United Way of King County, where she leads & manages over 150 AmeriCorps members, facilitates professional development trainings, and cultivates partnerships with nonprofit leaders. She has prior experience as a Tax Program Manager at United Way of Madison County (IN) and as a writing consultant. She also serves as the Board Chair & Communications Lead for the Seattle AmeriCorps Collaborative. Jacquelyn is a trained advocate & communicator with a background in strengths-based social work, which will be valuable assets to the Seattle Women's Commission. She describes herself as a passionate feminist who strongly believes in advancing equality for women, and for all marginalized populations. She's excited about the chance to recommend policies to change the systems that perpetuate intersectional inequalities in our community.		
Date of Appointment: <i>7/29/16</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor of Seattle</i>

FILED
CITY OF SEATTLE
2016 AUG 26 PM 2:00
CITY CLERK

Jacquelyn Kuras

SUMMARY OF QUALIFICATIONS

- Trained advocate, communicator and problem-solver with a background in strengths-based social work
- Experience working with trauma-affected populations, leading young people, and managing diverse teams
- Passionate belief in the power of a rewarding year of service to improve civic engagement and citizenship

PROFESSIONAL EXPERIENCE

United Way of King County

National Service Program Coordinator (AmeriCorps VISTA Leader)

Seattle, Washington

August 2015 - Present

- Effectively lead and manage over 150 diverse AmeriCorps members
- Regularly coach members to support development, service experience and accountability to policies
- Facilitate monthly high-quality professional development trainings, new member orientation and Site Supervisor training to improve member recruitment, development and retention
- Establish program tools, processes and evaluation procedure to regularly improve program deliverables
- Cultivate partnerships with nonprofit leaders to develop new projects and increase anti-poverty impact
- Develop resources to support members and aid their response to challenges throughout their service year
- Create strategic social media content to increase community awareness of program impact

United Way of Madison County

Tax Program Manager (AmeriCorps VISTA)

Anderson, Indiana

July 2014 – July 2015

- Independently coordinated free tax preparation program that surpassed filing averages by 75%, increased filed tax returns by 130% and earned national recognition for service-delivery model
- Budgeted and balanced \$20,000 in grant funding; dependably reported performance and evaluation measures
- Fostered relationships with partner organizations to increase program impact
- Creatively designed a marketing plan and materials to appeal to diverse clients
- Established program procedure and delivered training for service-delivery model, site management, program evaluation and sustainability practices
- Coordinated the Indiana AmeriCorps VISTA 50th Anniversary Celebration; created a budget, secured in-kind donations, developed marketing materials and implemented event

Coleman Group Consulting

Writing Consultant

Chicago, Illinois

May 2014 – July 2014

- Created and edited content for company-wide newsletter
- Wrote grant proposals and drafted decision appeals to the Federal Communications Commission for clients

Office of Recreation

Facility Supervisor

Muncie, Indiana

January 2014 – May 2014

- Supervised 20+ student employees and maintained building safety for 200+ patrons

TEAMwork for Quality Living

Program Assistant

Muncie, Indiana

January 2014 – May 2014

- Developed parent training and classroom curriculum to empower families out of poverty
- Wrote grants to support organization; awarded funding for job readiness training for women
- Created marketing materials and social media content to recruit clients, volunteers and donors

Office of Admissions

Welcome Center Assistant and Tour Guide

Muncie, Indiana

September 2012 – January 2014

- Recruited prospective students by guiding tours through campus and representing university mission
- Skillfully coordinated daily meetings, created visitor materials and managed an event-planning database

LEADERSHIP AND VOLUNTEER EXPERIENCE

Young Nonprofit Professionals Network

Programming Committee Member

Seattle, Washington

February 2015 – Present

- Plan and execute monthly events, report event outcomes and create social media content

Seattle AmeriCorps Collaborative

Board Chair & Communications Lead

Seattle, Washington

February 2015 – Present

- Encourage and oversee the work of activities and membership development
- Develop and maintain infrastructure of organization through policies, budget, and partnerships
- Design and update WordPress website, blog and social media content for 600+ members

Kappa Delta Sorority

Vice President of Community Service and Philanthropy

Muncie, Indiana

November 2012 – December 2013

- Coordinated volunteer opportunities for 130+ members and established orientation and training procedures
- Organized 2 community-wide philanthropy events, collectively raising over \$20,000
- Developed events for Girl Scouts and facilitated confidence-centered curriculum

International Student Exchange Program

Ambassador

Muncie, Indiana

August 2012 – January 2013

- Mentored foreign exchange students, recruited at campus events and developed blog content

Student Voluntary Services

Program Coordinator

Muncie, Indiana

August 2010 – May 2013

- Coordinated 40+ weekly volunteers, tracked hours and developed events for organizations
- Volunteered weekly at various agencies engaging low-income families and children

EDUCATION

Ball State University

Bachelor of Social Work

Muncie, Indiana

May 3, 2014

- Minors: Women and Gender Studies, French Language
- Awards: University Finalist for Academic Honors in Writing, Dean's List

L'Université du Havre

Language-intensive (French), Social Science-focused study abroad experience.

Le Havre, France

Spring 2012

Relevant Training

- Facilitator's Roundtable
- Essentials of Effective Volunteer Management
- Volunteer Screening, Training and Placement Using a Risk Management Lens
- Undoing Institutional Racism
- Racial Equity
- Telling Your Organizational Story
- Making Strategic Programmatic Decisions
- Taking Effective Civic Action
- Understanding People In Poverty

Relevant Coursework

- Race, Ethnicity and Gender
- Cross-Cultural Understanding of Anthropology and Women
- Biology in the Social Context;
- Domestic Violence and Social Work
- Social Work Practice
- Social Work Research
- Human Behavior in the Social Environment

Seattle Women's Commission

AUGUST 2016

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms:

- 9 City Council-appointed
- 10 Mayor-appointed
- 2 Other Appointing Authority-appointed: Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
2	F		1.	Member	Alyson L. Palmer	7/02/15	7/01/17	1	Mayor
2	F		2.	Member	Teresa Springer	7/02/16	7/01/18	2	Mayor
6	F		3.	Member	Jaron E. Reed Goddard	7/02/15	7/01/17	2	Mayor
2	F		4.	Member	Loida C. Erhard	7/02/16	7/01/18	2	Mayor
2	F		5.	Member	Tracey Whitten	7/02/15	7/01/17	2	Mayor
6	F		6.	Member	Erica J. Soelling	7/02/15	7/01/17	1	Mayor
			7.	Member	Vacant	7/02/15	7/01/17		Mayor
6	F		8.	Member	Morgan R. Beach	7/02/15	7/01/17	2	Mayor
3	F		9.	Member	Lylianna Marie Allala	7/02/15	7/01/17	2	Mayor
9	F		10.	Member	Idabelle Fosse	7/02/15	7/01/17	1	City Council
6	F		11.	Member	Honey Jo Herman	6/08/15	7/01/15	1	City Council
6	F		12.	Member	Alison Mondri	7/02/15	7/01/17	2	City Council
			13.	Member	Xochitl Makovich	7/02/16	7/01/18	1	City Council
2	F		14.	Member	Mergitu Argo	7/02/16	7/01/18	3	City Council
3	F		15.	Member	Elsa Batres-Boni	7/02/15	7/01/17	2	City Council
2	F		16.	Member	Rokea Jones	7/02/15	7/01/17	1	City Council
5	F		17.	Member	Ruchika Tulshyan	7/02/16	7/01/18	1	City Council
2	F		18.	Member	Lakeisha Jackson	7/02/16	7/01/18	2	City Council
6	F		19.	Member	Michele Maureen Frix	7/02/16	7/01/18	3	Commission
6	F		20.	Member	Nicki E. Olivier Hellenkamp	7/02/15	7/01/17	1	Commission
	F		21.	Get Engaged	Jacquelyn Kurdas	9/01/16	8/31/17	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	0	8			0	4	1	0	0	3	0	0	0
Council	0	8			0	3	1	0	1	2	0	0	1
Comm	0	2			0	0	0	0	0	2	0	0	0
Total	0	18			0	7	2	0	1	7	0	0	1

Key:

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

**G List gender, M = Male, F= Female, T= Transgender, U= Unknown

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

Diversity information is self-identified and is voluntary.