




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Jessica Jensen</i>		
Board/Commission Name: <i>Seattle Disability Commission</i>		Position Title: <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Appointing Authority: <input checked="" type="checkbox"/> City Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Term of Position: * 11/1/2024 to 10/31/2026 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
Residential Neighborhood: <i>Downtown Seattle</i>	Zip Code: <i>98109</i>	Contact Phone No.:
Background: <i>Jessica Jensen has had the opportunity to live, work, travel, and volunteer abroad, serving LGBTQIA+ communities, supporting youth development and education programs, and interacting with diverse communities. With an MA in Educational/Developmental Psychology, her focus was on the development of the individual and on mental health conditions, sometimes called "invisible disabilities". With her range of experience, she would like to focus on the intersectionality of marginalization, understanding that there are many factors and contributors to this marginalization. As a commissioner, she would focus on connecting to communities in Seattle with disabled populations, highlighting their voices and advocating for the changes they need. With her connections in the blind community and neurodiverse community, she would call upon those connections while reaching out to other communities to ensure diverse voices and representation.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 01/08/25	Appointing Signatory: <i>Councilmember Cathy Moore</i> <i>Seattle City Council</i>	

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

JESSICA JENSEN (JJ)

PROFILE

An experienced administrative professional looking to utilize strong communication, organizational, and cross-cultural skills in a remote working environment at an organization that aligns with personal values.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Washington Talking Book & Braille Library / 2023- Present

- Act as credit card custodian, reconciling purchases, creating POs for purchases, managing supply orders and purchase accounts, and overseeing supply needs
- Receive, process, log, and deposit all donations, and prepare acknowledgment letters for signature and mailing, track donor information and enter data and financial records into multiple databases; participate in planning and implementation of fundraising campaigns including taking the lead on annual Give Big fundraising campaign
- Monitor building maintenance contracts and key vendors, communicate with vendors, schedule maintenance/ repairs, monitor building contract status and renewal needs, and create POs for vendor payments
- Act as the travel expert, review and submit travel reimbursements in TEMS system, assist staff and PAC members by making travel arrangements including flights, hotel, and rental cars
- Use Enterprise Systems for monthly budget monitoring and entering of expenditures on QBR spreadsheets, run reports and verifying expenditures and vendor reports for tracking and projection purposes
- Act as Assistant Treasurer for 9th & Lenora Condominium Owner's Association and do monthly monitoring of Condo related contracts and vendors and monthly balance sheet, prepare treasures report
- Manage the publication of the WTBBL quarterly newsletter, Reading Matters, and work with the director and the outreach librarian through the process of finalizing each issue, propose ideas for creative content to keep issues fresh
- Supervise the WTBBL Receptionist and continue to develop a welcoming and safe public space
- Act as primary IT response for technical problems that arise before contacting State IT staff

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

JESSICA JENSEN (JJ)

EXPERIENCE CONTINUED

ENGLISH LANGUAGE INSTRUCTOR YBM Korea / 2018-2019; 2020-2023

- Youth leadership, support, and education in the classroom, including online and in-person classes
- Curriculum development, implementation, and facilitation
- Train new instructors, create progress checks and bi-annual learning goals for students in the classroom and at the grade level
- Communicate with parents and instructors of varying levels of English comprehension
- Maintain classroom inventory, create supply orders, act as technical support for IT problems that arise

VOLUNTEERING

- Lambert House LGBTQIA+ Youth Center: Drop-In Center Volunteer (2024)
- ThriveSeed India: English Curriculum Developer (2019)
- Re-Thinking Community: Online Content Creator (2021-2023)
- Gold Ribbon Rescue: Foster Care and Intake Evaluator (2009-2015)

SKILLS

- Korean Proficiency
- Event Management
- Community Engagement
- Training
- Outreach Projects
- MOS Certification
- Raiser's Edge Trainings
- Content Creation

EDUCATION

MA EDUCATIONAL PSYCHOLOGY
Summa Cum Laude

BA ENGLISH
Magna Cum Laude

Seattle Disability Commission

January 2025

21 Members: Pursuant to SMC 3.14.920, all members subject to City Council confirmation, 2-year terms except for the Get Engaged member who will serve a 1-year term pursuant to SMC 3.51:

- 8 City Council-appointed
- 9 Mayor-appointed (includes 1 Get-engaged Mayor position)
- 4 Other Appointing Authority-appointed (specify): Commission-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	VACANT	5/01/23	4/30/25	1	Mayor
			2.	Member	VACANT	5/01/23	4/30/25	1	City Council
			3.	Member	VACANT	5/01/23	4/30/25	1	Mayor
			4.	Member	VACANT	5/01/23	4/30/25	1	City Council
			5.	Member	VACANT	11/1/23	10/31/25	1	Mayor
			6.	Member	VACANT	11/1/23	10/31/25	1	City Council
			7.	Member	VACANT	11/1/23	10/31/25	1	Mayor
			8.	Member	VACANT	11/1/23	10/31/25	1	Commission
			9.	Member	VACANT	5/01/24	4/30/26	1	City Council
			10.	Member	VACANT	5/01/24	4/30/26	1	Mayor
			11.	Member	VACANT	5/01/24	4/30/26	1	City Council
	F		12.	Member	Jacqueline Peguero	5/01/24	4/30/26	1	Mayor
3	F	7	13.	Member	Bianca Gallegos	11/1/24	10/31/26	1	City Council
			14.	Member	VACANT	11/1/24	10/31/26	1	Mayor
6	F	7	15.	Member	Jessica Jensen	11/1/24	10/31/26	1	City Council
			16.	Get Engaged	VACANT	9/1/24	8/31/25	1	Mayor
1	F	4	17.	Member	Jessica Lo	5/01/24	4/30/26	2	City Council
			18.	Member	VACANT	11/1/24	10/31/26	1	Mayor
6	F	7	19.	Member	Shelby Dey	5/01/24	4/30/26	2	Commission
			20.	Member	VACANT	11/1/24	10/31/26	1	Commission
6	F	1	21.	Member	Kaitlin Skilton	11/1/24	10/31/26	3	Commission

SELF-IDENTIFIED DIVERSITY CHART

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

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.