



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Sonia Hitchcock</i>		
Board/Commission Name: <i>Seattle Women's Commission</i>		Position Title: <i>Get Engaged 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 type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:		Term of Position: * 9/1/2024 to 8/31/2025 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Greenlake</i>	Zip Code: <i>98115</i>	Contact Phone No.: [REDACTED]
Background: <i>Sonia (she/her) is a Digital Field Manager at Washington Conservation Action, and a Master of Public Administration student at the University of Washington's Evans School of Public Policy and Governance. She is passionate about supporting others in transforming ideas into action, and is inspired by youth leaders within the environmental justice movement and her peers within her union. Sonia is excited to connect service on the Seattle Women's Commission to her experience working with communities to advocate for a just, equitable, and livable future for all.</i>		
Authorizing Signature (original signature):  Date Signed (appointed): 08/09/2024		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

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

SONIA HITCHCOCK

EXPERIENCE

Digital Field Organizer | *Washington Conservation Action* | *May 2022 - Present*

- Lead the internship program by overseeing hiring processes, facilitating interviews, and supervising interns
- Managed the organization's legislative bill tracking process across teams using Quorum
- Coauthored emails to activist lists with an average open rate of over 55% using Campaign Monitor

Candidate Endorsement Scheduler (Temporary) | *Washington Conservation Action* | *April 2022 - May 2022*

- Distributed endorsement questionnaire forms to over 100 candidates for state and local offices
- Facilitated virtual interviews and provided technological support using SignUpGenius and FormAssembly
- Compiled candidate data comprehensively and accurately with Microsoft Excel and Salesforce

Payroll Technician | *Allevity Employer Solutions* | *September 2020 - January 2021*

- Ensured the timely and accurate payment of employees across 150 businesses through SaaS and Worklio
- Reviewed data with clients via phone and email to maintain accurate payment records
- Monitored the updating and organization of private and confidential financial files

Research Assistant (Temporary) | *Levin Law Group LLP* | *July 2020 - September 2020*

- Assembled and maintained confidential files regarding wildfire claims
- Directed virtual communication between clientele and remote legal team
- Composed emails to clientele and distributed corresponding claim documentation using Microsoft Office

Resident Assistant | *University Town Center* | *September 2017 - June 2019*

- Partnered with colleagues and local organizations to organize six educational programs per quarter
- Cultivated an inclusive and respectful environment through community engagement and conflict mediation
- Corresponded with residents, university staff, and external partners using Mailchimp and Google Suite

ADDITIONAL EXPERIENCE

Community and Campaign Intern | *Washington Conservation Action* | *August 2021 - December 2021*

- Mobilized volunteers to send 72,000 texts and hold 5,000 conversations with local voters
- Tracked voting records to promote the accountability of state House and Senate representatives
- Drafted emails, designed graphics, and created informational documents for public outreach

Political Team Volunteer and Hub Coordinator | *Sunrise Movement* | *August 2020 - May 2021*

- Directed weekly meetings with the hub, individual volunteers, and core leadership team
- Implemented guidelines for collaborative decision-making processes
- Established relationships with neighboring hubs and organizations to advance shared goals

Administrative Intern | *Butte Humane Society* | *June 2016 - August 2016*

- Monitored daily shelter transactions using Quickbooks Pro
- Updated and organized physical and digital financial files
- Counseled current and potential donors via phone, mail, and email to encourage engagement

EDUCATION

Master of Public Administration

Evans School of Public Policy and Governance, University of Washington | *September 2023 - Present*

Bachelor of Science in Plant Sciences, Minor in Sustainability Studies

University of California Santa Cruz | *September 2016 - June 2020*

Study Abroad: Wildlands Studies, Australia Program

Western Washington University | *June - August 2019*

Seattle Women's Commission

July 2024

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

- 8 City Council-appointed
- 9 Mayor-appointed -plus one Get Engaged.
- 4 Other Appointing Authority-appointed: Commission-appointed

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
			1.	Member	VACANT	7/02/23	7/01/25		Mayor
	F		2.	Member	Abriel Johnny	7/02/22	7/01/24	2	Mayor
			3.	Member	VACANT	7/02/24	7/01/26		Mayor
			4.	Member	VACANT	7/02/22	7/01/24		Mayor
			5.	Member	VACANT	7/02/23	7/01/25		Mayor
			6.	Member	VACANT	7/02/23	7/01/25		Mayor
6	F		7.	Member	Rebecca Bryant	7/02/22	7/01/24	2	Mayor
3	F		8.	Member	Krystal Guerrero	7/02/22	7/01/24	1	Commission
			9.	Member	VACANT	7/02/23	7/01/25		Mayor
			10.	Member	VACANT	7/02/22	7/01/24		City Council
	F		11.	Member	Emily Rose Barr	7/02/23	7/01/25	1	City Council
	F		12.	Member	Mariah Rivera	7/02/23	7/01/25	1	City Council
1	F		13.	Member	Vinati Mamidala	7/02/22	7/01/24	1	City Council
1	F		14.	Member	Sarah Liu	7/02/22	7/01/24	1	City Council
			15.	Member	Jennifer Tran	7/02/23	7/01/25	1	City Council
			16.	Member	VACANT	7/02/23	7/01/25		City Council
			17.	Member	VACANT	7/02/22	7/01/24		Commission
			18.	Member	VACANT	7/02/22	7/01/24		City Council
			19.	Member	VACANT	7/02/22	7/01/24		Commission
			20.	Member	VACANT	7/02/23	7/01/25		Commission
6	F	6	21.	Get Engaged	Sonia Hitchcock	9/01/24	8/31/25	1	Mayor

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	3	0	0	0	0	0	0	0	2	0	0	0
Council	0	5	0	0	2	0	0	0	0	0	0	0	0
Comm	0	1	0	0	0	0	1	0	0	0	0	0	0
Total	0	9	0	0	2	0	1	0	0	2	0	0	0

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.