C.F. 312562

City of Seattle

Notice of Appointment

Name: *Caitlin McKee*		☒ **Executive Appointment** ☐ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Residential Neighborhood: *Capitol Hill*	**Zip Code:** *98102*	**Contact Phone No.:** *n/a*
Appointed to: *Parks Board*		**Date of Appointment:** *September 1, 2012*
Authority (Ord., Res.): *Ordinance 121568*		**Term of Office** **From:** *Confirmation* **To:** *9/1/2013*

Background:

Caitlin McKee graduated from the University of Washington in 2007 with a bachelor's degree in Community, Environment and Planning. She then served in the Peace Corps for two years in Guatemala as a Municipal Development Advisor. Her main project was to establish a Municipal Women's Office to increase citizen participation among rural Guatemalan women. Caitlin then continued to work for the Peace Corps as a Regional Recruiter in Seattle to encourage and select others to serve overseas. In her spare time she enjoys playing soccer, bachata dancing, trail running, volunteering with a Latino immigrant day workers center, and participating in public planning meetings. Caitlin strives to be a good steward for Seattle's parks, open spaces, and recreational programs and is currently pursuing a Master of Public Administration degree at the University of Washington Evans School of Public Affairs.

Authorizing Signature:	**Name and Title of Officer Making Appointments:** *Mayor Mike McGinn*

FILED CITY OF SEATTLE 2012 SEP -4 PM 3:47 CITY CLERK

Revised 3/11

Caitlin M. McKee

SUMMARY OF QUALIFICATIONS

Experience:
Grassroots international development
Program coordination and project management
Public speaking, event planning, and marketing
Spanish translation and interpretation

Skills:
Fluent Spanish; beginning Portuguese
Group facilitation, training, office management
Stakeholder engagement
ArcView GIS, Raiser's Edge, Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Regional Recruiter (Grade FP O5 or GS 9/10) *August 2010-present*
Peace Corps Northwest Regional Office, Seattle, WA

- Design, implement, and manage state-wide recruitment campaigns to disseminate information about Peace Corps.
- Evaluate, interview, select, and assign candidates to appropriate programs.
- Plan, market, and execute Peace Corps recruitment and applicant retention events.
- Act as Delegated Recruitment Coordinator for five state region to manage daily application processing, as needed.
- Develop and lead training sessions for a group of six Peace Corps campus-based contract recruiters.
- Manage University of Washington and Portland State University campus recruiters.
- Represent agency on regional Environmental Protection Agency's Federal Green Challenge Program to implement environmentally sustainable practices at federal workplaces.
- Worked with over 160 applicants and recommended 90 candidates into Peace Corps service at present.

Spanish Interpreter/Languages Instructor *March 2010-October 2010*
Seattle Sounders FC, Seattle, WA

- Interpreted media interviews between Spanish speaking players and members of the media.
- Taught English classes to Spanish speaking players and Spanish classes to Sounders staff.

Municipal Development Advisor *August 2007-November 2009*
Peace Corps, El Chol, Guatemala
Municipal Women's Office

- Established first Women's Office in the municipality by hiring and training a coordinator; developing strategic vision, goals, and budget; and guiding the office through its first year in planning, operations, and programming.
- Designed and implemented participatory gender-focused rural community diagnostics in 26 communities and used findings to advise Mayor and City Council on women's projects and initiatives.
- Planned and executed a series of three leadership workshops for over 75 women community leaders.
- Facilitated inter-institutional meetings with governmental, nongovernmental, and community stakeholders.

Additional Community Development Activities

- Facilitated two National "Training of Trainers" workshops for over 100 health workers and teachers to replicate HIV/AIDS prevention curriculum.
- Assisted with GIS mapping projects to identify hazardous environmental risks and track infrastructure projects.
- Published ten bi-monthly municipal newsletters to increase local government transparency.
- Founded and coached an elementary school girls' soccer team and took them to State and National tournaments.
- Taught regular English classes to 20 community members and taught high school civics class to 35 students.
- Represented Municipal Development volunteers on the Peace Corps Guatemala Gender and Development Committee and trained 30 incoming Peace Corps volunteers on gender in development.

Shift Manager/Sales Associate *February 2004-August 2007*
Pasta & Co. and Beecher's Handmade Cheese, Seattle, WA.

- Supervised staff of up to four employees per shift, managed daily banking, and performed excellent customer service.

Caitlin M. McKee

VOLUNTEER EXPERIENCE

Day Workers Center and Annual Auction Volunteer *April 2010-present*
Casa Latina, Seattle, WA

- Create work orders and dispatch 50-100 workers per Saturday at Latino immigrant day worker center.
- Assist participants with job searches and training, employer communication, and access to community resources.
- Procured in-kind donations for annual fundraising event and individually raised $2000 in cash donations at auction.

Board Member and Grants Committee Chair *March 2010-August 2010*
Seattle Area Peace Corps Association (SEAPAX), Seattle, WA

- Solicited, reviewed, and assessed grant proposals from local nonprofit organizations and current Peace Corps volunteers' projects. Awarded four $500 grants in 2010 grant cycle.
- Contributed to strategic planning, service and social event coordination, and membership drive.

Translation Volunteer - El Centro de la Raza, Seattle, WA *January-March 2007*
Treasurer - University of Washington Husky Triathlon Club, Seattle, WA *September 2005-June 2006*
Outreach Volunteer - Washington Toxics Coalition, Seattle, WA *March-June 2006*
Development Intern - Sightline Institute, Seattle, WA *June 2006-August 2006*
Photography Darkroom Mentor - Youth in Focus, Seattle, WA *January-March 2006*
ESL Tutor - John Stanford International School, Seattle, WA *March-June 2005*

EDUCATION

Master of Public Administration Candidate *Anticipated September 2012-June 2014*
Evans School of Public Affairs, University of Washington, Seattle, WA
Intended Concentration in Metropolitan and Regional Policy

Bachelor of Arts in Community, Environment and Planning, *Magna cum Laude* *September 2003-June 2007*
With minors in Urban Planning and Spanish
University of Washington, Seattle, WA
University Honors Program, Undergraduate Scholar Award, Annual Dean's Scholar, member Phi Beta Kappa honor society
Study abroad in Argentina, Universidad Nacional de Rosario, focus on human rights
Study abroad in Peru, University of Washington program, focus on community economic development
Senior Project "Experience of Residential Density and Urban Design Applications"

ACTIVITIES

Participating in public planning meetings, trail running, Seattle Co-Rec Soccer, bicycle commuting, Bachata dancing, Portuguese conversation classes, and independent travel through twelve Latin American countries.

REFERENCES

Erin Carlson
Regional Recruitment Supervisor
Peace Corps Northwest Regional Office
206-239-6603
ecarlson@peacecorps.gov

Laura Kutner
Peace Corps Campus Representative
Portland State University
Fellow Peace Corps volunteer in Guatemala
503-250-0997
lakutner@gmail.com

Board of Park Commissioners

January, 2012

Nine members: Per *Ordinance 123803,* all subject to City Council confirmation, *three*-year terms

- *4* Appointed by City Council
- *4* Appointed by Mayor
- *1* Appointed by Get Engaged Program

D*	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
		Last, First	09/00/11	09/00/13	1st		
	M	Maryman, Brice	2/12	3/31/2015	1st	1	Mayor
	M	Barber, John	5/07	3/31/2013	2nd	2	Council
	F	Kincaid, Diana	5/09	3/31/2013	2nd	3	Mayor
Y	F	Angulo, Antoinette	3/11	3/31/2014	1st	4	Council
Y	F	Keith, Jourdan	5/09	3/31/2014	2nd	5	Mayor
	F	Wright, Barbara	2/12	3/31/2015	1st	6	Council
Y	F	Mehdi, Yazmin	3/12	3/31/2015	1st	7	Mayor
	F	Megan Healke	3/12	3/31/2015	1st	8	Council
6	**F**	**Caitlin McKee**	**9/12**	**9/1/13**	**1st**	**Get Engaged**	**Mayor**

(Roster is sorted by appt authority, term end date and last name.)

***Diversity**

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	1	3		2	1	1				2
Council	1	3		1			1			3
Other Bodies		1								1
Total	*2*	*7*		*3*	*1*	*1*	*1*			*6*

***Other includes diversity in any of the following: race, gender and/or ability*