

**City of Seattle  
Notice of Appointment**

Name: <b>Maha Jahshan</b>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <b>Kent, WA</b>	<b>98042</b>	Contact Phone No.: N/A
Appointed to: Seattle Women's Commission		Date of Appointment:
Authority (Ord., Res.): 118392		<b>Term of Office:</b> <b>From:</b> Confirmation <b>To:</b> 07/01/15
<b>Background:</b>  Maha has worked extensively with various immigrant and refugee groups in the community, by providing organizing, counseling and tutoring opportunities. She is fluent in Arabic and her experience as a first generation immigrant helps her respect and commit to help in the fight for social, racial and economic justice. She currently is the Lead Organizer & Civic Engagement Coordinator for OneAmerica, Washington State's largest immigrant rights organization, where in addition to helping lead the civic engagement work, she develops and implements the vision for an innovative leadership youth program.		
<b>Authorizing Signature:</b>  		<b>Name and Title of Officer Making Appointment:</b>  Councilmember Bruce Harrell

## MAHA JAHSHAN

### SKILLS & QUALIFICATIONS

- Languages: English- Native, Arabic (Egyptian, Levantine and Gulf dialects)- native, Modern Standard Arabic- highest level of proficiency, French- written research proficiency, Spanish- beginning .
- Strong public speaking and presentation skills-including presenting to U.S. Congress Members.
- Excellent strategy & effective analytical skills and decision making capabilities.
- Vast experience in translating complex political issues to community base.
- Extensive experience in boosting and fostering relationships with various organizations to drive for and measure results for successful implementation of goals and projects.
- Developing and implementing vision for innovative civic leadership programs.
- A fun team player with excellent adaptability and strong written communication skills.
- Excellent logistical coordination skills & experiences- managing different projects & fine tuning details, communicating with various departments across all levels to ensure successful implementation.
- Reliable team member with a passion for contributing to team success. Flexible, works well under pressure, and skillful at complex problem-solving.
- Dynamic and self-motivated with efficient time management skills.
- Very proficient with Microsoft Windows, Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Access, Salesforce, and JDE (Business Integration Journal)

### EDUCATION

University of Washington, Seattle, WA

Masters of Arts in Near Eastern Languages & Civilization  
[Emphasis: Cross-Cultural Communication]

2005

University of Washington, Seattle, WA

Bachelor of Arts in Communications ; Bachelor of Arts in Near Eastern Languages & Civilization

2003

### WORK EXPERIENCE

OneAmerica, Seattle, WA

Lead Organizer & Program Coordinator

2011- Present

- Part of strategy team that interprets and analyzes policies, public issues, legislation, and operations of governments, businesses, and organizations pertaining to organization field work. Team also defines area of focus to help produce original research reports. Coordinate civic engagement work and compile concise reports for each department to outline progress.
- Create a local replicable model that emphasizes youth civic engagement with emphasis on taking a passionate and personal responsibility for active citizenship. Oversee the successful implementation of the youth program by building and cultivating strong school partnerships and developing team of civically engaged youth leaders.
- Prepare and give presentations and communicating program needs to a various population of people, including different ethnic and cultural communities, job fairs, student affairs, workshops and campus fairs to promote best practices in approaching civic engagement and leadership building.
- Recruit and develop grassroots leadership for ethnic minorities in Greater Seattle area through social media, volunteer recruitment and training through online presence.
- Organized and co-led a 450 person delegation to meet with Washington elected officials as part of Immigrants Day at the Capitol to discuss education reform and immigrant issues.
- Organized and co-led a 20 women delegation to Washington DC to meet with Congress members as part of a national campaign on immigrant women's issues.

OneAmerica, Seattle, WA

Youth Organizer & Program Coordinator

2011-2012

- Developed Youth Leadership program which expanded to include 8 high schools and three colleges. Recruit and develop grassroots leadership; Staff, build and implement coalition building plans and actions; Mobilize community members and coalition partners to promote turn-out at specific events such as lobby days, rallies, demonstrations.
- Created a teaching curriculum to be used as part of civic engagement vision of organization.
- Organized a Training Action Day which was attended by over 150 youth from across the state to work on leadership skills, civic engagement, visual and social media training.
- Led a 12 person youth delegation to Washington DC to meet with Congress members regarding education legislation.
- Supervised college interns to ensure quality of learning opportunities and challenges made available to them.
- Developed and implemented a membership strategy for OneAmerica, and coordinated different activities designed to promote member involvement. Membership base grew from 325 to 1,005 members.

Seattle University, Seattle, WA

Program Director & Instructor

2007-2010

- Set goals and developed strategies for projects and curriculum.
- Counseled and conferred with students, interpreting and providing program procedures, policies, goals, career advising and problem resolution.
- Directed and guided students to appropriate program adviser for further instructions while continuing to monitor progress and academic achievement.
- Worked closely to identify appropriate partners to complete program work.

University of Washington, Seattle, WA; Middlebury College, Middlebury, VT

Lecturer & First Year Program Coordinator

2003-2009

- Promoted from Summer TA-ship program to full time Lecturer supervising 1st Year Arabic level.
- Created and implemented curriculum to immerse students in language and culture
- Organizing and promoting student activities and events.
- Academically advised students regarding study abroad and degree requirements and prerequisites.
- Articulated and assessed program procedures, policies, goals, career planning and advising.
- Monitored progress and achievement of students regarding their academic degree.

OneWorld Now, Seattle, WA

Program Lead & Curriculum Developer

2009-2010

- Researched best teaching methodology to actively use language as part of innovative teaching practices to inner high-school students.
- Developed and implemented award-winning curriculum for language summer camp.
- Participated in developing and writing successful grant application for StarTalk program.
- Worked on incorporating innovative technology, such as multimedia rhetoric, as part of teaching.

Interactive Communication Grant, University of Washington, Seattle, WA

Administrative Assistant

2002-2003

- Assisted director of program in various logistical duties and procedures.
- Edited grant proposals to preserve secure funding for program development.
- Organized and maintained candidate files, and correspondence between committee and candidates.
- Arranged accommodation and travel reservations for candidates' visits to Seattle.
- Single-handedly organized off-site interview logistics such as catering, meeting venues, etc.
- Represented department at campus fairs and regional events.

#### VOLUNTEER & LEADER EXPERIENCE

- *Women Commissioner, Delegate for Youth and Family Initiative*, City of Seattle, (2010 to Present)
- *Board Member, Youth Leader & Development Program Coordinator*, local Coptic Orthodox Community (2000 to Present)
- *Project Lead Program Graduate*, United Way, King County, Washington (2010)
- *Building Bridges Advisory Board Member*, Japanese and Middle East American Collaborative Program, Seattle (2010)
- *World Affairs Council Judge*, Annual World Citizen Essay Contest for Washington State 3<sup>rd</sup> to 12<sup>th</sup> graders (2011, 2012)
- *Kid Reach Tutor*, World Vision Program, Bellevue; *Child Life Volunteer*, Seattle Children's Hospital (2009-2010)
- *Marketing & Membership Officer*, Society of Professional Journalists (SPJ), University of Washington Chapter (2002-2003)

# Seattle Women's Commission

July 2014

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, 2-year terms\*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council -1-year term-appointed in September

D*	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
3	F	Mercedes Elizalde		07/01/16	1 <sup>st</sup>	CO-Chair	City Council
2	F	Phyllis Lewis	09/30/13	07/01/15	1 <sup>st</sup>		City Council
2	F	Mergitu Argo		07/01/16	3 <sup>rd</sup>		City Council
6	F	Liz Kellogg	09/30/13	07/01/15	1 <sup>st</sup>	Co-Chair	City Council
6	F	W.M. Gillihan		07/01/15	2 <sup>nd</sup>		City Council
3	F	Elsa Batres-Boni	09/30/13	07/01/15	1 <sup>st</sup>		City Council
1	F	Maha Jahshan		07/01/15	2 <sup>nd</sup>		City Council
		VACANT		07/01/14	1 <sup>st</sup>		City Council
6	F	Alison Mondì	08/31/09	07/01/15	2 <sup>nd</sup>		City Council
6	F	Michele Frix	03/6 /12	07/01/16	2 <sup>nd</sup>	Co-Chair	Commission
		VACANT		07/01/15	1 <sup>st</sup>		Commission
		VACANT	09/30/13	07/01/15	1 <sup>st</sup>		Mayor
2	F	VACANT		07/01/15	1 <sup>st</sup>		Mayor
6	F	VACANT		07/01/15	1 <sup>st</sup>		Mayor
6	F	Jaron Reed	09/30/13	07/01/15	1 <sup>st</sup>		Mayor
2	F	VACANT		07/01/15	1 <sup>st</sup>		Mayor
6	F	VACANT	03/6 /12	07/01/14	1 <sup>st</sup>		Mayor
6	F	VACANT		07/01/14	1 <sup>st</sup>		Mayor
1	F	VACANT		07/01/14	1 <sup>st</sup>		Mayor
4	F	Roslyn Kagy		07/01/14	1 <sup>st</sup>		Mayor
6	F	Nicki Oliver	09/30/13	09/01/14	1 <sup>st</sup>	Get Engaged	Mayor

	(1)	(2)	(3)	(4)	(5)	(6)				
	Men	Women	Vacant	Minority	Asian/American	African/American	Latino	Native/American	Other	Caucasian
Mayor	0	2	7	1	1	1	0	1	0	1
Council	0	8	1	5	1	2	2	0	0	3
Commission	0	1	1	0	0	0	0	0	0	1
Get Engaged	0	1	0	0	0	0	0	0	0	1
<b>Total</b>	<b>0</b>	<b>12</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>6</b>

\*The Get Engaged youth program Commissioner serves a single term of one year.

\*\*Commissioners whose first appointments are for a term of less than twelve months are eligible to serve for two additional two/year terms.