

ANC 6D IS HIRING



The ideal candidate for this position will possess the following skills:

- Knowledge of local community and neighborhood issues & priorities.
- Experience with Microsoft Office products including Word, Excel, Outlook and OneDrive.
- Preparing routine correspondence via e-mail.
- Maintain excellent records, both electronic and hardcopy.
- Financial recordkeeping.
- Ability to multi-task and meet deadlines.
- Available to attend administrative and business meetings on Monday evenings.
- Proficiency with digital communications and website management.
- Work up to 40 hours per month.



**Advisory Neighborhood
Commission 6D**

SUBMIT YOUR
RESUME BY
June 3

We are seeking a highly motivated, independent, and passionate member of the ANC 6D community to serve as **Administrator**.

Do you have a passion for local community issues?

Do you want to support the work of our seven ANC Commissioners?

Do you want to make a positive impact in your neighborhood?

If so, we want to hear from you!

Submit your resume and cover letter to:
6D@anc.dc.gov