

Boards & Commissions Application



I am interested in serving on the following boards/commissions. (Please indicate the order of preference).

1. Planning Commission

2. _____

As an applicant/member of a Council-appointed Board or Commission, your name, address, and phone number will be available to the press and public. Information will be kept on file for three years. Public discussion of information contained herein may occur in the meeting at which appointments are considered by the City Council.

Mr. Mrs. Ms. Miss. Dr.

(Please type or print clearly)

Name: Huffman Emily K. Date: 1/8/2020
(Last) (First) (M.I.)

Home Address: 834 Vine Street Own/Rent? OWN

Phone Number: (540) 560-4184 Alternate Phone: N/A

Occupation: Admin. Assistant Employer/Organization: First Presbyterian Church

E-mail: emkate3@hotmail.com Harrisonburg resident for 3 years.

Were you referred by anyone: Yes No Name of Referring Party: _____

How did you hear about volunteering on a board or commission? Cable Website Council Meeting
Other: June Hosaflook, friend

Why do you wish to serve on a board or commission? I grew up in Rockingham Co. + have seen the changes to Harrisonburg over the years. I lived abroad in a large city for 5 years + after moving back to Harrisonburg a few things came to a head: 1) my joy in seeing the positive changes 2) my ideas of what other changes I'd like to see 3) my desire since 8th grade civics class to be an involved citizen + a voice in making my city a wonderful place to live + visit!

What relevant experience or education do you have to this board or commission?

- My familiarity w Harrisonburg + perspective on city planning since living abroad.
- Understanding of administrative process.
- Experience in marketing + communications, understanding the wants + desires of the community + figuring out how to deliver.
- My desire + ability to learn more about this commission + its functions.

What other interests or concerns do you have regarding the community?

In reading the comprehensive plan for Harrisonburg I'm excited about the goals yet apprehensive about how they will be carried out. I would enjoy opportunity to evaluate requests + consider them regarding how they can either help or hinder the comprehensive plan. I would love to be a part of a group that is equally energized by dreaming + planning how Harrisonburg can be improved + grow in good directions. I particularly have an interest in making sure affordable housing is available, that underdeveloped areas are redeveloped, + that there is infill within already developed areas. I also love history + love seeing it preserved.

Please list any past or present community involvement e.g. City Council, Board and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

- CASA volunteer 2019-2020
- member of Aletheia Church
- member of / volunteer with Mani del Maestro, community resource center in Genoa, Italy
- Notary Public

-Please return completed application to the City Manager's Office-

Applicants are encouraged to attach a resume or other supporting information that may be helpful to Council in considering their application.

409 S. Main Street, Harrisonburg, VA 22801

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Emily K. Huffman

(540) 560-4184
emkate3@hotmail.com

834 Vine Street
Harrisonburg, VA 22802

Education

BA in Business Administration, Minor in Marketing (Eastern Mennonite University, 2003)

MA in Human Services (Liberty University, 2012)

TESOL certificate (Youth with a Mission University of the Nations)

Related Work Experience

Administrative Assistant, First Presbyterian Church, 2016 – present

- Provide confidential administrative support, schedule meetings and make travel arrangements
- Prepare all print communications including a monthly newsletter
- Maintain calendar of room reservations and events (EMS software, web, and social media)
- Maintain web pages and online directory
- Maintain database (births, deaths, marriages, membership, classes, etc.)
- Order supplies and make reimbursement requests
- Oversee volunteers and provide training and oversight
- Assist with weekly count of offering
- Perform other duties as assigned
- Notary Public

Missionary, Avant Ministries, 2010 – 2016

- Worked closely within a team
- Taught and led others
- Monitored personal and ministry budget
- Generated expense reports and met deadlines
- Coordinated and participated in outreach
- Coordinated donor relations with personal supporters
- Monitored support levels
- Designed promotional and marketing material of events, activities and fundraisers
- Volunteered with a non-profit organization assisting the needs of others

Assistant Producer, Rosetta Stone, 2009 – 2010

- Assisted in project tracking
- Worked daily in QuickBase and Sharepoint
- Worked daily on multiple projects
- Handled confidential information
- Recruited, contracted and created access requests for independent contractors
- Communicated with independent contractors and/or vendors
- Compiled spreadsheets of contractor hours worked and wages to be paid
- Booked travel arrangements
- Contacted recording studios and request recording samples

Project Coordinator and Staff Assistant, Marketing and Communications,
Eastern Mennonite University, 2003-2007

- Maintained office organization of files, schedule meetings, answer the phone, order supplies
- Assigned projects to designers and monitor delivery of jobs to clients
- Greeted public and communicate with printing representatives
- Maintained parts of the website: events calendar, news articles, cross-cultural journals and slideshows
- Distributed mass mailing of hometown news releases
- Coordinated advertising schedule within budget guidelines
- Assisted in graphic design, update files and send to print
- Checked and edit for graphic and editorial standards
- Coordinated photography schedule and archive photos

Student Assistant to Alumni Relations, President's Office and Human Resources,
Eastern Mennonite University, 2001-2003

Additional Work Experience

English Teacher, Door to Italy, February – June 2014

Teaching Assistant, Harrisonburg-Rockingham Child Day Care Center, 2010 – 2012

Substitute Teacher, Rockingham County Public Schools, 2009 – 2010

Private English lessons, 2015-2016

Assistant Cross Country and Track Coach, Eastern Mennonite University, 2004-2007

Computer Skills

Microsoft Office, InDesign, MailChimp, Photoshop, EMS calendar, ACS People Soft, Dreamweaver, Wordpress
Accustomed to Mac and PC Hardware

Qualities and Characteristics

Diligent in work ethic, learns new skills and procedures quickly, great computer and customer service skills, pays attention to detail, able to multi-task, organized

Languages

English – fluent

Italian – proficient in speaking, reading and writing

Spanish – reading and listening