



Monthly Women's Commission Meeting

November 8, 2023

Minutes

Attendees: Caitlin, Jean, Judith, Mara, Natalie, Rhonda

Staff: Kimberly, Emily

Women's Commission job posting

The job posting on the City site is live. See below for a bit about the posting:

Administrative Project Coordinator

Working under the direction of the Executive Director of the Cambridge Commission on the Status of Women (CCSW), the person in this role will be highly self-driven and perform administrative and project coordination duties requiring confidentiality, excellent writing and editing abilities, strong organization capabilities, sound decision-making, skills, a willingness to problem-solve, and solid time-management, and the ability to work with diverse individuals and groups. The ideal candidate will be mission-driven with the ability to work collaboratively and independently, as needed. A sense of curiosity, self-awareness, and empathy is essential. A commitment to and an engagement with principles of anti-racism, equity, anti-oppression, autonomy, and dignity for women and girls is required. Knowledge of the programs and services of various departments the City of Cambridge is preferred.

For a full listing, see: [Administrative Project Coordinator, Equity and Inclusion – Women's Commission \(Job Code:M722-701\)](#)

New Commissioner search

The call for applicants was posted in several of the City's daily email updates and in postings on the City website. The Commission received 11 applications. Emily and Kimberly conducted virtual interviews with five (5) applicants. They are reviewing interviewees now.

2023-2024 programming

Please review compiled notes of Commissioner ideas... reach out to Kimberly or Emily for the link to the ideas.