



COMTO Washington State Chapter

Operational Assistance Needed

The Conference Of Minority Transportation Officials (COMTO) Washington State Chapter is seeking part-time operations assistance of the chapter business and strategies. The Chapter's executive leadership consists of the President, Vice-President, Secretary and Treasurer and the work of the chapter is coordinated through its committees.

We anticipate the time requirement to be approximately 10-12 hours per month.

The main goal of this position is to help keep the Chapter on target with its goals and strategies by assisting in the following areas:

- Setting up and monitoring meetings (in-person and virtual)
- Scheduling speakers for monthly chapter general meetings
- Execution of the Strategic Plan
- Assisting committees as needed
- Assisting in the coordination of Executive Committee Business
- Coordinating with committee chairs with updates to social media, website, and promotion.
- Other duties as assigned

Salary: Negotiable.

Please submit letters of interest and qualifications to:

Grantley Martelly
President, COMTO Washington
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