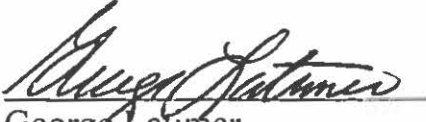


George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County African American Advisory Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Namasha Schelling, 70 Conant Valley Road, Pound Ridge, New York as a member of the Westchester County African American Advisory Board, for the term June 7, 2021 to December 31, 2022.

Given under my hand
and seal this 7th day
of June, 2021.


George Latimer
County Executive

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: CE@westchestergov.com
Telephone: (914)995-2900

westchestergov.com



George Latimer
County Executive

June 7, 2021

Ms. Namasha Schelling
70 Conant Valley Road
Pound Ridge, NY 10576

Dear Ms. Schelling,

It is my pleasure to appoint you to serve as a member of the Westchester County African American Advisory Board, effective today, Monday June 7, 2021, pursuant to the Laws of Westchester County §277.421. This appointment is for a term to expire on December 31, 2022.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office and file it with the County Clerk prior to the next African American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Paula Friedman at (914) 995-2940 for the date, place, and time of the African American Advisory Board's upcoming meeting for your participation.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics, which includes the annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer
Westchester County Executive

GL/tts

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: ce@westchestergov.com
Telephone: (914)995-2900

westchestergov.com

NAMASHA SCHELLING

70 Conant Valley Road Pound Ridge, NY 10576
(917) 946-5925 | namasha.schelling@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Highly skilled mission driven professional with comprehensive experience in the overall leadership, operations, as well as implementation of creative strategies to enhance the successful provision of nonprofit/community services
- A proven track record of success in organizational growth and expansion, while working to build brand identity through the unique offering of a diverse portfolio of original programming
- Strong strategic acumen coupled with an expert ability to engage diverse audiences utilizing a variety of communication techniques, to promote programming and foster long term partnerships
- Collaborative and empowering management philosophy, that encourages a culture of trust amongst all parties involved to increase employee performance and promote a positive work environment
- Expert operational knowledge partnered with the ability to analyze and understand projects on both macro and micro levels to anticipate situations, create communication channels, as well as establish routine updates
- Knowledgeable in navigating a variety of computer platforms and software systems including: MAC and PC, Microsoft Office Suite, WordPress, Square Space, Hootsuite, as well as Mailchimp
- Excellent communication and interpersonal skills, a fast learner, with the ability to thrive in fast paced environments, while remaining flexible to changing demands and business needs
- Languages: Conversational Swiss-German, French, and Swahili

SKILLS AND EXPERIENCE

Leadership

- Experienced leader with an expert ability to oversee cross functional teams comprised of varying experience levels
- Collaborative management philosophy coupled with the ability to recognize strengths of direct reports, delegating workloads appropriate to skill set, while also identifying educational and skill building opportunities for employees
- Solid ability to implement strategic plans alongside detailed project scopes, goals, deliverables, and resource requirements, while also prioritizing critical organizational needs
- Demonstrated success in leading change and working to build an inclusive corporate culture, while routinely creating opportunities for professional development, succession planning, and ongoing internal learning across disciplines
- Able to develop, maintain, and support a variety of relationships with diverse stakeholders, including Board of Directors, interns, volunteers, funders, and partnering organizations
- Knowledgeable in successfully seeking individual donor, foundation, and corporate funding to expand programs and sponsorship events
- Skilled in the optimization of budgets and expense control by identifying creative strategies for cost savings and streamlining of business supplies, overseeing complex budgets up to \$5M
- Able to quickly adapt to the changing demands of business needs, utilizing reporting metrics, to understand finances, program outcomes, as well as organizational targets
- Served as Secretary of the Board and Youth Advocate for Sustainability (YAS) Advisor for the Institute for Conscious Global Change (ICGC) (2015- 2018)

Administrative & Operations

- Process oriented professional with the ability to understand and prioritize large tasks quickly, coupled with the aptitude to identify and understand the scope of projects, taking into consideration stakeholders and budget, business trends, contractual outcomes, while adhering to all pertinent fiscal deadlines
- Significant experience serving as a gatekeeper for complex projects and overall workflow, able to prioritize daily communications, respond to messages as needed, and create and implement systems to manage interactions
- Knowledgeable in scheduling meetings, phone calls, and travel for members of large teams, managing reimbursements and corporate credit credits
- Solid understanding in reconciliations and expensing, primarily monitoring and earmarking budget expenditures as necessary, noting areas of concern and overages
- Experienced in organizing and collating individual components for a grant submission, such as the budget justification and letters of support
- Skilled in overseeing the management of new journal articles; creating, updating, and editing documents, such as recommendation letters, biosketches, and newsletters

- Able to plan and execute national and international meetings with researchers from around the world, handling complex logistics, catering, lodging, and presentation needs
- Strong ability to manage multi step logistics projects, establishing critical systems along the way to organize information and processes as well as streamline organizational practices
- Solid understanding in reconciliations and expensing, primarily monitoring and earmarking budget expenditures as necessary, noting areas of concern and overages

Special Projects & Achievements

- Special ability to build up and execute large projects from ideation stage, coupled with the aptitude to complete and implement projects rapidly, delivering results to meet overall organizational and business needs
- *At African Rainforest Conservancy-* Spearheaded the planning and overall coordination of annual galas, developing and executing all necessary components, with each event hosting up to 200 attendees annually and raising approximately \$300k
- Expert site management skills, with the ability to navigate interactions with large volumes of attendees at event site, sourcing, curating and pricing featured artwork, coordinating VIPS, donors, talent, vendors, as well as employees
- Able to prioritize special requests of each event, providing on call site support when necessary
- Strong ability to anticipate the needs of attendees to ensure a seamless event experience, paying close attention to details, as well as resolving potential obstacles well in advance
- *Day one-* Managed the overall strategy and implementation of communication plan for 30+ person nonprofit organization focused on intimate partner violence among youth
- Routinely partnered with the development and administrative staff to ensure communications are effectively raising the profile and enhancing the reputation of organization in the community and general public
- Developed digital social media campaigns and content for Facebook, Twitter, Instagram, & LinkedIn, designed original content for website, directly emailed communications and fundraising campaigns, routinely created and reviewed editorial content for print and online communications materials including quarterly e-newsletter, prepared media press releases, as well as maintained media lists and media coverage files
- Established definitive branding identity, creating comprehensive style guide to maintain consistency across all print and electronic materials

EMPLOYMENT HISTORY

03/2017- Present	Communications Manager, Day One	New York, NY
09/2014- 12/2016	Project Director, African Rainforest Conservancy (ARC)	New York, NY
03/2011- 08/2014	Project Coordinator, Harvard T.H Chan School of Public Health (HSPH)	Boston, MA
05/2008- 07/2010	Environmental Health Organizer, Clean Water Action (CWA)	Boston, MA

EDUCATION

Virginia Commonwealth University- BS- Biology & Women's Studies

Harvard University Extension School- MLA- Environmental Management

Harvard University Extension School- Continuing Education

Classes include: Grant Proposal Writing, Strategic Management of Nonprofits and Geographic Communications Today

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

For Appointees to County Boards and Commissions

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Namasha Schelling do solemnly swear (or affirm) that I will support
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will
faithfully discharge the duties of the office of African American Advisory Board in and for the
County of Westchester, according to the best of my ability.

Date: 06/14/2021 Namasha Schelling
(Signature)

Sworn to and subscribed before me this 14 day of June,
2021.

[Signature]
(Signature)

Luisa Fernanda Moreno
(Print or Type Name)

Notary Public
(Title of Official Administering Oath)

LUISA FERNANDA MORENO
Notary Public
Connecticut
My Commission Expires Oct 31, 2021

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.