

**Clay County Collaborative Coordinator Job Application**  
**Application and resume are due no later than April 4, 2023**

This position is part-time, flexible hour employment. It is an independent contractor position that does not provide benefits, office space, internet, computer, and phone.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Current employment: \_\_\_\_\_

This position requires some weekday hours. Will your current employment allow for the flexibility needed for this position? \_\_\_\_\_

May we reach out to current employer? If yes, please provide name and number:  
\_\_\_\_\_

Please rate your level of expertise for the following: (strong, average, need training)

Microsoft office (word, excel spread sheet): \_\_\_\_\_

Note taking: \_\_\_\_\_

Data base tracking: \_\_\_\_\_

Multi-tasking performance: \_\_\_\_\_

Invoice billing: \_\_\_\_\_

Budgeting: \_\_\_\_\_

Facilitation/Networking \_\_\_\_\_

Use of written and email communication: \_\_\_\_\_

Other information you would like the review team to know:  
\_\_\_\_\_

Please send the completed application and resume to Tiffany at [rosstiffanymn@gmail.com](mailto:rosstiffanymn@gmail.com).