

Clay County Collaborative Coordinator Job Application

Application and resume are due no later than September 1, 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 your 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.