

## Program Coordinator – Joint Activities Supplemental Questions

1) Please list any degree(s) you have earned, including the name of the institution that granted the degree(s), the date you completed the degree, the major(s), and any minor(s). **Do not write "see resume" or "see application"** 

2) How many years of full-time experience do you have in program coordination, project management, contract management, public sector service delivery, communications, or a closely related field? Please note: if you have worked part-time you must adjust the experience you are reporting accordingly. For example, if you worked 20 hours per week it would take two years to reach one year of fulltime equivalent experience. **Do not write** "see resume" or "see application"

3)	Please detail your experience in project management. Be specific regarding the type of project or program, the tasks you performed, the number and roles of members on the team, if any. Include the name of the employer, the length of time you worked in this role.  Do not write "see resume" or "see application"
4)	Please detail your experience in leading the planning, design, coordination, implementation, and evaluation of programs. Include the name of the employer, your job title(s), and your specific role for each experience.  Do not write "see resume" or "see application"

5) Describe your experience in working with teams and collaborating with staff, colleagues, contractors, and partners on complex programs or projects. When and where did the experience occur and please describe your role? If you do not have experience in this area, enter "n/a".

Do not write "see resume" or "see application"