

## Program Coordinator – BizRecycling 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). If you do not have a college degree, please describe the highest level of education you have completed and describe any post-high school education and training that is relevant to this position. **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".

	application".
	If you do not have this type of experience, type "n/a". <b>Do not write "see resume" or "see</b>
	team, if any. Include the name of the employer, the length of time you worked in this role.
	project or program, the tasks you performed, the number and roles of members on the
3)	Please detail your experience in project management. Be specific regarding the type of

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. If you do not have this type of experience, type "n/a".

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"