

3. Please describe your experience in managing projects and delivering results. Describe the type of project or program, your role, and the tasks you performed. Include the name of the employer and your job title for each experience. As applicable, please include the following in your response:
- a. Developing project documents and using tools within the project management discipline (traditional, agile, and/or hybrid).
 - b. Using project management software (e.g., Microsoft Project, Asana, Monday, Jira, etc.) and online collaboration applications (e.g., Microsoft Teams, Slack, Basecamp, etc.) and your proficiency with each (novice, intermediate or advanced).
 - c. Preparing and conducting project meetings and other project communications with teams and other stakeholders.

If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application."**

4. Please describe your experience in grant administration and reporting. Describe the type of project or program, your role, and the tasks you performed. Include the name of the employer and your job title for each experience. As applicable, please include the following in your response:
- a. Preparing grant reports and funder updates; gathering and integrating financial, programmatic and organizational information.
 - b. Tracking reporting schedules, managing requirements across multiple funding sources, organizing records and continually improving processes.

If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application."**

5. For each of the following, please describe your experience, including where and when this experience occurred, your role and your level of proficiency (novice, intermediate or advanced).
- a. Conducting research, evaluating and analyzing data, preparing reports, presenting findings and making recommendations.
 - b. Supporting policy work, such as related to rules, regulations, ordinances and/or legislation.
 - c. Facilitating group discussions, education/trainings and/or change adoption.
 - d. Functioning in fluid, ambiguous or sensitive situations.

If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application."**