

In order to be considered for the Outreach & Operations Coordinator position, complete and submit the following. Incomplete applications will not be considered for employment. Please follow instructions carefully.

1) Complete the CASA Employment Application (link found on website)

Note: If you have held any positions of employment in the last 10 years AND/OR volunteered for any organization and did not have space to reflect such involvement on the application, submit an additional page reflecting all employment/volunteer history from the last 10 years. Include location, dates of employment/involvement and position(s) held.

2) Complete narrative responses to the following questions (submit as a PDF or Word Document):

- a. Why do you want to be considered for this position? How have your own personal education, work history, and life experiences prepared you to serve in this specific role?
- b. The posted Job Description lists 6 primary categories of responsibility for this role:

- Community Outreach/Recruitment
- Volunteer Onboarding & Training
- Advocate Retention
- Finance/General Administration
- Donor Communication
- Executive Relationship/Support

Utilizing the descriptions of each category, rank those categories from 1 to 6 with #1 being the area you feel most excited about/interested in/skilled in and #6 being the category you feel least excited about/interested in/skilled in. Provide a narrative explanation for your choice for #1 and your choice for #6.

3) Create an "All About Me" Profile in [Canva](#), and submit. The "All About Me" project may include anything you'd like CASA to know about you, personal or professional. Possible considerations to include: education history, career/life goals, family/pets, personal values, hobbies, favorite things, etc. There is no right or wrong content; However, the project must:

- a. be a full page (8.5 x 11) or a half page (8.5 x 5.5)
- b. be visually appealing (think flyer or brochure)
- c. include at least one photo and at least one other graphic
- d. be submitted via Canva by sharing the project with k.weiser@casaofwalkercounty.org. (we must be able to see/manipulate the individual text/graphic elements in the project. A project created outside of Canva and copy/pasted into Canva as a single image will not be accepted. This project will not be used by CASA for any purposes outside of the selection and hiring of this position.)

