| **CRITERIA** | Proposal response space. Please address the criteria in the space below with examples and supporting details whenever possible. Max 50 words per item. |
| --- | --- |
| **Education and Certification** |  |
| Do you have an Associate’s Degree in Business or a related field? (Please list your highest degree and include the degree field.) ***(EXAMPLE)*** | ***EXAMPLE:*** *Obtained Associate degree in \_\_\_\_\_\_\_ from XYZ college.* |
| Do you have an Associate’s Degree in Business or a related field? (Please list your highest degree and include the degree field.) |  |
| Have you completed other higher education or certificates completed? If so, please list. |  |
| **Experience** |  |
| Please describe your Administrative Experience (# of years, type of experience) |  |
| Do you have any experience working with a nonprofit? Volunteering with nonprofits? Please describe. |  |
| **Skills and Knowledge** |  |
| Please describe your experience / proficiency with Microsoft Office 365 |  |
| Describe your experience / proficiency in Microsoft Teams |  |
| Describe your experience / proficiency in video-conferencing software (Zoom and Teams) |  |
| Describe your level of professional communication skills and how you have demonstrated this skill. |  |
| Describe your proficiency in Google Suite, including Google Drive (Docs, Sheets, Slides, Forms, etc.) |  |
| Describe your experience using Mailchimp |  |
| Describe your experience using Adobe Acrobat Pro |  |
| Describe your ability to manage priorities effectively to meet deadlines and demonstrate multi-tasking skills. (Please give an example) |  |
| Describe your ability to learn quickly and problem-solve. (Please give an example) |  |
| Describe your experience using Grant Management Software / Donation Management software (like Salesforce, Flux or Network for Good) |  |
| Describe your experience with mail merging |  |
| **Similarity with WPD and Surrounding Communities** |  |
| Have you previously worked in Detroit neighborhoods? |  |
| Have you previously worked with WPD or with water relief efforts? |  |
| **Professional references – 3 reference with full contact information and description of professional relationship (Please list in column to the right)** | **Reference 1:**  **Reference 2:**  **Reference 3:** |
|  |  |
| **How did you hear about this job? (Indeed, MI Talent Connect, WPD contractor, other – please describe)** |  |