

Pinckney Neighborhood Association

PO Box 125, Lawrence, KS 66044
pinckney.neighborhood@gmail.com

Application for Neighborhood Coordinator

Part Time Contract Employment

Application Due by February 29, 2012

This Application is the initial part of the position selection process. Please read the description of the duties and responsibilities for the Pinckney Neighborhood Association (PNA) thoroughly and apply only if you feel reasonably certain that you meet the requirements. Clearly state your qualifications. Incomplete or illegible applications may not be considered. Following review of all applications, each applicant will be contacted and qualified applicants will be interviewed.

Please fill out this Application completely. If a question does not apply to you, write "NA". Documents submitted with this Application will not be returned.

First Name:	Middle:	Last:
Street Address:		
City/State:		Zip:
Phone:	Email:	

Please answer the following questions.	Yes	No
Are you currently employed or attending school?		
If so, will your employment or school schedule conflict with regularly scheduled PNA activities on the third Saturday morning of each month and the first Thursday evening of each month?		
May we contact your current employer or teacher/professor?		
May we contact your previous employer(s) or teachers/professors?		
Do you have, or have easy access to, a computer with Word and Excel software and internet access?		
Do you have reliable transportation in order to attend day time, evening and weekend activities?		
Have you ever been convicted of a felony within the last 7 years? (if 'Yes', explain below) (Conviction will not necessarily disqualify applicant from employment)		

List professional, trade, business, civic or school related activities and offices/positions held:

Please describe specialized training, apprenticeship, skills, extra-curricular activities, and honors received: (Please focus, in particular, on skills and activities listed as part of the PNA Coordinator Duties on page 6 of this Application.)

Please state any additional information you feel may be helpful to us in considering your application:

Please provide the name, address, and telephone number and/or email of two references that are not related to you:

Name	Address	Phone and/or Email

EDUCATION

High School Name & Location:
Graduation Month & Year:
Describe any Special Courses of Study or Extra Curricular Activities:

College/Technical School Name(s):
Years Attended/Graduation Month & Year:
Diploma/Degree:
Describe Course of Study:

Graduate School Name(s):
Years Attended/Graduation Month & Year:
Diploma/Degree:
Describe Course of Study:

EXPERIENCE (This page may be duplicated as needed to list additional employers.)

Please list all positions you have held in the last 10 years. Your résumé may be attached. Start with your present or most recent position and work backwards. Students and other individuals who have held no or few previous jobs may substitute activities that demonstrate leadership, organizational, communications, or project management skills in school related, civic, volunteer, etc., activities.

Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
Duties:	Skills Acquired:

Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
Duties:	Skills Acquired:

Employer Name:	Position(s) Held:
Address:	Contact Name & Phone:
Dates Employed – From/To:	Reason for Leaving:
Duties:	Skills Acquired:

AGREEMENT

Read carefully before submitting.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application or interview may be justification for refusal of, or if selected, termination of the contract.
2. It is my understanding that the PNA will review my work history and may verify the data given in my application for contract, related papers, or oral interviews. I authorize such review and the giving and receiving of any information requested by the PNA and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to termination of the contract for services.
3. I agree that the PNA may terminate my contract at any time without liability for fees for services except such as may have been earned at the date of such termination.
4. I further understand that this is an application for contract services and that no contract is being offered at the time of my application. I understand that if I am employed, such employment is at will and that the PNA can change wages and conditions at any time.

I CONFIRM BY MY SIGNATURE BELOW THAT THIS APPLICATION IS COMPLETE AND THAT I HAVE READ AND UNDERSTAND THE PROVISIONS ABOVE.

(If your application is not complete, it will not be considered for the position.)

Signature

Date

SUBMIT DOCUMENTS

The following documents must be received by no later than February 29, 2012, via mail or email (in .doc, .pdf, or .txt files) through the appropriate address listed below:

- **This Application**
- **Cover Letter and/or Résumé (optional, but recommended)**
- **Any Additional Document (optional)**

Mailing Address:

Pinckney Neighborhood Association, PO Box 125, Lawrence, KS 66044

Email Address:

Pinckney.Neighborhood@gmail.com

For Questions:

Contact Pat Miller at pgmiller@sunflower.com or 785-550-6958

Pinckney Neighborhood Association considers applicants regardless of race, sex, religion, color, national origin, age, ancestry, sexual orientation, or disability.

Pinckney Neighborhood Association Coordinator Duties

The PNA Coordinator will be responsible for activities, depending on the needs at the time, such as those listed below:

Communications:

- Check PNA's gmail email account, answer or forward to appropriate person
- Internet presence - help the PNA website grow in visibility, usefulness and become more interesting; increase "friends" on Facebook
- Check Facebook and PNA website, respond to posts or forward to appropriate person
- Monthly e-news (gmail, website & Facebook) – up-to-date info on events in neighborhood, city projects, PNA needs/events, volunteer soliciting
- Paper newsletters (every quarter) & special event fliers (one or two times a year, as needed)
- Check PNA's PO Box – mostly notices, bills and checks
- Be aware of happenings in or affecting neighborhood – get info to correct person/agency
- Organize and file emails and other communications
- Help prepare a PNA archive and keep it updated

PNA People, Businesses & Others:

- Keep PNA address list up-to-date (on Excel) – addresses, phone numbers, email address, interests in the neighborhood
- Keep gmail address book up-to-date
- Keep newsletter mailing list up-to-date – new housing in neighborhood, nearby businesses, organizations of interest, out of area property owners/members/agencies
- Solicit volunteers for events – keep interests up-to-date, keep records of where people have volunteered in the past
- Update/maintain membership & interest/volunteer forms

Meetings:

- PNA monthly meeting (3rd Saturday of month – 10:00 am to noon)(usually at Lawrence Memorial Hospital)
- LAN monthly meeting (1st Thursday of month – 7:00 pm)
- Other City or County agency, department or commission meetings, as appropriate

Event Planning/Managing:

- Potluck Picnic
- Trunk-or-Treat & Just Food Drive
- Parks Clean-up Day
- Bulk Brush Pick-up Event
- Service Projects (e.g., adopt a family, day of caring, work days)
- Special events that arise

Misc. Duties:

- Bank deposits
- Grant writing/editing
- Respond to neighbors with questions or in need
- Reserve space for monthly meetings
- Book/confirm guests for meetings & special events
- Fundraising
- Advertising solicitation and billing
- Help PNA officers carry out special projects

Regular PNA Contacts – *identify and check in/keep abreast of groups/orgs in the neighborhood; foster communication between entity and PNA; find common issues; identify needs (not an exhaustive list)*

- Schools in and serving the Neighborhood
- Parent/Teacher Organizations
- City events
- Just Food Douglas County
- Roger Hill Volunteer Center
- Neighborhood businesses
- Neighborhood churches
- Neighboring neighborhoods
- Douglas Co Health Center
- Lawrence Memorial Hospital
- Bert Nash Community Mental Health Center
- Lawrence/Douglas County Health Department
- Ballard Center
- Douglas County Dental Clinic
- VFW
- KU Crew Team
- Election Info
- History projects
- Police Dept. Neighborhood Resource Officers
- Environmental Groups (e.g., River Keepers. Friends of the Kaw)
- Whoever else comes along . . .