



Keep Monroe County Beautiful, Inc.  
P.O. Box 1048  
Madisonville, TN 37354  
423-442-3535  
www.keepmonroebeautiful.org

*Dedicated to promoting public awareness and interest in  
Maintaining a clean and beautiful environment.*

## Application for Executive Coordinator

*Please complete this application and mail to the address above with your resumé and three references with addresses and phone numbers.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

How long have you been a resident of Monroe County? \_\_\_\_\_

Last level of education completed: \_\_\_\_\_

Do you have any experience in the following areas?

Microsoft Word \_\_\_\_\_ Excel \_\_\_\_\_ Grant writing \_\_\_\_\_

Working with the public \_\_\_\_\_ Working with children \_\_\_\_\_

Accounting \_\_\_\_\_ Bookkeeping \_\_\_\_\_ Taxes \_\_\_\_\_

Working in an unsupervised setting where you are your own self-motivator \_\_\_\_\_

Drafting: Brochures \_\_\_\_\_ Promotional materials \_\_\_\_\_ Mass mailings \_\_\_\_\_

Correspondence \_\_\_\_\_ Newsletters \_\_\_\_\_

Managing social media accounts for a business or organization \_\_\_\_\_

If so, which? Facebook \_\_\_\_\_ Instagram \_\_\_\_\_ Twitter \_\_\_\_\_ Pinterest \_\_\_\_\_

Other (specify) \_\_\_\_\_

Willing/able to do fundraising? \_\_\_\_\_ Attend conferences? \_\_\_\_\_

Do you have reliable transportation? (No vehicle is provided) \_\_\_\_\_

Are you familiar with the geography of Monroe County? \_\_\_\_\_ The cultures? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Are you familiar with KAB programs? \_\_\_\_\_

Have you ever served as a volunteer or board member of any organization? \_\_\_\_\_  
If so, please list the name(s) of the organization(s), your position(s) and responsibilities:

Why would you like to be the Executive Coordinator for our organization?

Tell us about yourself in one paragraph: